



University of New Mexico Board of Regents  
Student Success, Teaching and Research Committee  
April 3, 2025

### **Academic Affairs Course Fee Review**

#### **Policies**

Class and curricular fees, or broadly termed “course” fees, at UNM are determined by the policies spelled out in the Regents Handbook 4.7, “Tuition and Fees,” and the University Administrative Policies and Procedures Manual 8210, “Tuition and Related Fees.” The relevant portion of the policy is included as Appendix A to this report.

Broadly speaking, “class” fees are fees tied to the specific costs of delivering certain courses with distinctive expenditures. Examples include the travel costs of a field trip, the cost of particular supplies (art or lab), or special instructional materials. Since these fees fund the costs associated with the provision of a specific class, these fees are typically expended in the semester in which the costs are incurred. “Curriculum” fees, by contrast, are used for equipment and/or staff costs related to an entire course of study. Examples include IT requirements of various colleges (e.g., the unique software requirements of Architecture and Planning or Anderson School of Management); unique equipment costs (e.g., piano studios or engineering labs), or the specific technical staff required to maintain the labs and make them accessible to students.

Per policy, the Regents set the level of all tuition rates and fees that apply to all students. Class and curricular fees that apply to a specific course of study, or assessed at the class, department, or college level, are reviewed and authorized by the Provost for Main Campus and the Chancellor for the Health Sciences Center.

#### **Procedures**

A request to implement or change a class or curricular fee usually originates in an academic department. Proposals are submitted on a required template (attached as Appendix B and C) that gives the necessary technical data, along with a projected budget and description of the fee’s intended use. These are reviewed at the school/college level and require the authorization of the dean or director before being submitted to the Office of the Provost.

The review of a class or curricular fee proposal at the Provost's level has two components:

1. A review for eligibility, per the definitions of UAP 8210. We ensure the description of the fee conforms to the uses detailed in the policy, and that the projected budget is rational and defensible.
2. A consideration of the fee's impact on students, either in terms of scope (e.g., assessing a large fee for a single course) or scale (e.g., curricular fees that would affect large numbers of students). **Fee approvals are not automatic.** In practice, most eligible class fee requests are approved; however curricular fee proposals are often amended or deferred for consideration in the larger context of tuition/fee decisions.

### **Review**

Per policy (UAP 8210.3.2.8), each college/school are to review their course fee collections and expenditures at least every two years, in order "to ensure that expenses are allowable, allocable, reasonable, and timely." This year we reviewed fiscal years 2023 and 2024 for College of Education and Human Sciences, School of Engineering, School of Architecture and Planning, College of University Libraries and Learning Sciences, Los Alamos Branch Campus, and Valencia Branch Campus. A summary of this year's reviews is attached as Appendix D.

### **Transparency**

Course fees are published in each semester's registration schedule online and linked to every appropriate class, so that when students enroll, they get a real-time calculation of the cost of their course of study. Students may request a specific accounting of the fees they've been charged for any course or curriculum (UAP 8210.3.2.7).

### **Scope**

Class and curricular fees are important parts of the funding streams for most colleges and schools. UNM's main campus units collected \$4,227,481 in class and curricular fees in FY24. Proportionally, that represents 1.4% of their total Instruction and General (I&G) budget. Course fees are a relatively small portion of the average student bill. According to data from the Bursar's Office, the average class and curriculum fees paid per student this fall semester was \$106, about 2.3% of the total resident full time (15+ credit hour block) undergraduate tuition bill.

### **Administrative Policies and Procedures Manual - Policy 8210: Tuition and Related Fees**

#### **3.2 Course Fees**

Course fees are charged at the time of registration to students enrolling in specific courses. They are not included in the “mandatory fees” portion of “tuition and fees,” which are paid by all students. Requests for course fees are made to and approved by the Provost or the Chancellor. Course fees are intended to help defray costs specifically associated with certain courses, and are not intended to replace general operating costs, which are paid from tuition. All students who pay course fees must benefit from the fees charged. Course fees are listed in the “Schedule of Classes” posted on the Registrar’s Office website. At the time of registration, a student should have full information on the amount and types of course fees that will be charged for that semester.

There are two (2) types of course fees: class fees and curricular fees.

##### **3.2.1. Class Fees**

A class fee is charged to support the instructional needs of a specific course. The fee is used to pay for required, uniquely identifiable materials or services provided to students that exceed the costs of supplies normally required. Class fees may be approved and implemented if they cover any of the following expenses:

- Cost of activities related to a course (e.g., field trip, tickets to off-campus lecture or event)
- Private instruction and models (e.g., guest speakers, models, tutors)
- An object or product of value retained by the student (e.g., artwork, safety gear)
- Class costs (e.g., specialized equipment or materials, safety protections, laboratory supplies, products)

Class fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Regular classroom materials and supplies (e.g., paper, photo copies, markers, chalk)
- Faculty and staff computers, equipment, and general non-program-specific software

##### **3.2.2. Curricular Fees**

A curricular fee is charged to support curricular needs in the department, college, or school. This fee funds short-term and long-term needs for the purpose of instructing students, including technology, broadly shared materials and equipment, and other expenses relevant to multiple courses in a program. A curricular fee can be assessed as a per-credit-hour fee or predetermined

flat fee. Curricular fees may be approved and implemented if they meet any of the following conditions:

- Expendable curricular costs (e.g., computer hardware and software, networking components, cameras, projectors and recorders, maintenance fees, sound equipment, musical instruments, laboratory equipment, gross anatomy program support)
- Personnel costs associated with curriculum support (e.g., technical staff support and training course development)
- Student progress assessments, clinical or practical skills assessments, and standardized patient costs
- Supplemental instruction programs
- Support of program research requirements and student travel to present research
- Medical education computer support including provision of tutorial and standardized patient computer interfaces (HSC only)
- Develop, install, and maintain technology capabilities in lecture halls and classrooms

Curricular fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Administrative equipment and supplies
- Faculty and staff computers, equipment, and general non-program-specific software
- Equipment not used by or accessible to students
- Facility remodeling other than for classrooms and instructional labs
- Regular classroom materials and supplies
- Scholarships (except for the Music Department)
- Travel costs for faculty and staff (except when related to program-specific field trips or HSC clinical experiences)

### **3.2.3. Payment of Course Fees**

Approved fees are collected by the University Cashier Department. Academic departments are not authorized to collect course fees directly from students. Course fees are refunded according to Section 5 of UAP 8215 (“Bursar’s Office Operations and Services”). Departmental requests to waive all or part of a course fee must be sent to the Bursar's Office and include a detailed justification.

### **3.2.4. Authorization to Assess Course Fees**

Assessment of course fees requires the approval of the Provost or the Chancellor. Requests for all course fees must be reviewed and approved by the appropriate dean or branch director prior to submission to the Provost or Chancellor, as applicable, for approval. Subsequent approvals are not required each semester unless a change in the fee, course title, or receiving index number occurs.

### **3.2.5. Publication of Course Fees**

All course fees, along with a brief rationale, must be published on the Bursar's Office website.

### **3.2.6. Review of Course Fees**

Colleges, schools, and departments must review course fees at least every two (2) years to ensure that expenses are allowable, reasonable, and timely. The Provost's Office or Chancellor will submit summary findings of these reviews annually to the Board of Regents.

### **3.2.7. Accountability to Students**

Students may submit a written request to the department, school, or college the fee resides under requesting accountability of course fees assessed. The request should state the specific fee and, in the case of class fees, the specific course number and semester. The department, school, or college will respond to the student with the information as soon as possible, but no later than sixty (60) days after receipt of the request.

### **3.2.8. Responsibility and Authority**

The Provost's Office or Chancellor is responsible for the following functions:

- Approving course fees
- Insuring publication of course fees on the Bursar's Office website

Reviewing course fees and reporting on course fees to the Board of Regents every two (2) years.

## MEMORANDUM

TO: Associate Provost for Academic Affairs/EVP of Health Sciences Office  
of the Provost and EVP for Academic Affairs/EVP for Health Sciences

DATE:

FROM: *(Enter: Dean, Executive Director)*  
*(Enter: School/College)*

RE: **Course Fee Proposal**

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Please answer the following questions and provide any additional documentation that will support this proposal.

- Is this course fee a curriculum or class fee (see policy UAP 8210)?
- Reason for the new/revised fee.
- Have you paid for the expense in the past? How?
- What impact on the students/enrollments will this new/revised fee have?
- How have you communicated the proposed fee to the students? Please explain your process and provide contact information for the college/school.

My signature below confirms that I have read UAP 8210 and understand its requirements (<http://policy.unm.edu/university-policies/8000/8210.html>) as it relates to class and curriculum fees. Course Fee Approval Form and appropriate back-up documentation are attached to this request. I also maintain that the uses of these class and curriculum fees are integral to our ability to provide a flagship-level education to our students.

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Dean/Executive Director Signature

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Printed Name

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Title

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Date

## Appendix C

Spring	First week of September
Summer	Last week of February
Fall	Last week of February

[illegible]

Chair _____ _/ _/ _	Dean / Director _____ _/ _/ _	<b>Approved</b> _____ _/ _/ _ Provost for Academic Affairs
Chair _____ _/ _/ _ (if cross-listed)	Dean / Director _____ _/ _/ _ (if cross-listed)	<b><i>FOR BURSAR'S OFFICE ONLY</i></b> Processed By _____ _/ _/ _
Chair _____ _/ _/ _ (if cross-listed)	Dean / Director _____ _/ _/ _ (if cross-listed)	<b><i>FOR OFFICE OF THE REGISTRAR ONLY</i></b> Processed By _____ _/ _/ _

**Sample course fee budget per student**  
**Art Studio 100**

Proposed fee		30.00
Description	Drawing materials	
Projected expenses		
	5 pencils @ 2.00/ea	10.00
	4 drawing tablets @ 5.00/ea.	20.00
Total projected expenses per student		30.00

**Sample course fee budget per section**  
**Biology 100**

Proposed fee		20.00
Description	Lab supplies and equipment	
Projected enrollment		25
Projected revenue		500.00
Projected expenses		
	500 microscope slides (10/student)	100.00
	2 microscopes (1/10 <sup>th</sup> of cost of \$1,000 @ 10 yr. replacement cycle)	200.00
	Cultures	200.00
Total projected expenses per section		500.00

<b>Course fee budget</b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<b>Course fee budget</b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<b>Course fee budget</b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<b>Course fee budget</b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		



**Review of Course Fees**
**Fiscal Year 2023 and Fiscal Year 2024**
**Appendix D**
**Main Campus Schools/Colleges:**

College of Education and Human Sciences

School of Engineering

School of Architecture and Planning

College of University Libraries and Learning Sciences

	<b>FY23- Actuals</b>	<b>FY24 - Actuals</b>
<b><u>REVENUE</u></b>		
OA2 - Student Fees	\$ 1,033,587	\$ 1,096,365
OA6 - Other Operating Revenue	3,111	153
OP5 - Other Non Operating Revenue	29,043	23,774
OS1 - Transfers		
11C0 - Transfer from Research Gen	12,500	12,500
11H0 - Transfer To Internal Services	(5,000)	(5,000)
1240 - Transfer To Plant Fund Minor	(139,400)	(319,804)
OV1 - Allocations	(4,087)	-
OZ1 - Reserves	833,147	858,589
<b>TOTAL REVENUE</b>	<b>\$ 1,762,901</b>	<b>\$ 1,666,577</b>
<b><u>EXPENSES</u></b>		
OF1 - Salaries	\$ 300,896	\$ 318,639
OG1 - Payroll Benefits	46,800	44,780
OJ1 - Supplies	267,645	391,814
OJ2 - Travel	15,031	13,235
OJ3 - Student Costs	3,876	27,091
OJ4 - Research Costs	100	-
OJ5 - Patient Care Costs	-	66
OJ6 - Communication Charges	3,879	1,213
OJ7 - Services	135,356	106,396
OJ8 - Plant Maintenance	116,990	33,063
OJA - Other Expense	12,454	11,914
OM1 - Capital Expenditures	1,285	12,632
<b>TOTAL EXPENSE</b>	<b>\$ 904,312</b>	<b>\$ 960,844</b>
<b>RESERVES</b>	<b>\$ 858,589</b>	<b>\$ 705,733</b>



**Review of Course Fees**  
**Fiscal Year 2023 and Fiscal Year 2024**

School/College/Branch:	College of Education and Human Sciences			
	FY23 - Actuals		FY24 - Actuals	
<b>REVENUE</b>				
OA2 - Student Fees	\$	335,990	\$	335,010
OV1 - Allocations		(4,087)		-
OZ1 - Reserves		289,846		287,387
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>621,750</b>	<b>\$</b>	<b>622,397</b>
<b>EXPENSES</b>				
OF1 - Salaries	\$	96,440	\$	98,166
OG1 - Payroll Benefits		11,011		12,463
OJ1 - Supplies		26,677		71,779
OJ3 - Student Costs		100		12,900
OJ4 - Research Costs		100		-
OJ5 - Patient Care Costs		-		66
OJ6 - Communication Charges		-		943
OJ7 - Services		122,005		70,478
OJ8 - Plant Maintenance		71,594		15,337
OJA - Other Expense		6,435		4,604
OM1 - Capital Expenditures				6,714
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>334,363</b>	<b>\$</b>	<b>293,451</b>
<b>RESERVES</b>	<b>\$</b>	<b>287,387</b>	<b>\$</b>	<b>328,946</b>

**Comments:**

COEHS course fees support instructional materials, lab supplies, athletic equipment, student salaries, classroom technology, and assessment software. Remaining balances, which need to carry over across fiscal years, will be allocated for instructional needs, equipment replacement, student assessment tools, faculty support, and software licensing.



**Review of Course Fees**  
**Fiscal Year 2023 and Fiscal Year 2024**

**School/College/Branch:**

**School of Engineering**

**REVENUE**

	<b>FY23 - Actuals</b>	<b>FY24 - Actuals</b>
OA2 - Student Fees	\$ 443,325	\$ 484,410
OA6 - Other Operating Revenue	1,189	-
OS1 - Transfers		
11C0 - Transfer from Research Gen	12,500	12,500
11E0 - Transfer to Public Service	-	-
11H0 - Transfer To Internal Services	(5,000)	(5,000)
1240 - Transfer To Plant Fund Minor	(30,150)	(252,551)
OZ1 - Reserves	308,029	456,193
<b>TOTAL REVENUE</b>	<b>\$ 729,893</b>	<b>\$ 695,552</b>

**EXPENSES**

OF1 - Salaries	\$ 14,826	\$ 18,982
OG1 - Payroll Benefits	10,650	10,995
OJ1 - Supplies	174,854	251,988
OJ2 - Travel	15,031	13,235
OJ3 - Student Costs	3,776	14,191
OJ6 - Communication Charges	3,879	270
OJ7 - Services	13,251	34,778
OJ8 - Plant Maintenance	32,392	4,120
OJA - Other Expense	3,757	4,954
OM1 - Capital Expenditures	1,285	5,918
<b>TOTAL EXPENSE</b>	<b>\$ 273,700</b>	<b>\$ 359,431</b>

<b>RESERVES</b>	<b>\$ 456,193</b>	<b>\$ 336,121</b>
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**Comments:**

Funds support maintaining, replacing, and upgrading equipment for teaching labs and student computer pods, as well as purchasing supplies, software, and services for courses. They also cover student and seminar speaker travel. Remaining balances, which need to carry over across fiscal years, will be used to upgrade engineering lab equipment to maintain ABET accreditation and to maintain a centralized reserve for unpredictable departmental needs.



**Review of Course Fees**  
**Fiscal Year 2023 and Fiscal Year 2024**

<b>School/College/Branch:</b>		<b>School of Architecture and Planning</b>	
		<b>FY23 - Actuals</b>	<b>FY24 - Actuals</b>
<b><u>REVENUE</u></b>			
OA2 - Student Fees	\$	254,272	\$ 276,945
OA6 - Other Operating Revenue		29,043	23,774
OS1 - Transfers			
1240 - Transfer To Plant Fund Minor		(109,250)	(67,254)
OZ1 - Reserves		235,271	115,009
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>411,258</b>	<b>\$ 348,628</b>
<b><u>EXPENSES</u></b>			
OF1 - Salaries	\$	189,630	\$ 201,491
OG1 - Payroll Benefits		25,138	21,321
OJ1 - Supplies		66,115	68,047
OJ7 - Services		100	1,140
OJ8 - Plant Maintenance		13,004	13,606
OJA - Other Expense		2,262	2,356
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>296,249</b>	<b>\$ 307,962</b>
<b>RESERVES</b>	<b>\$</b>	<b>115,009</b>	<b>\$ 40,666</b>

**Comments:**

Course fees in FY23 and FY24 were spent similarly on lab staff labor costs, supplies, and services maintaining equipment. All supporting the Computer and Fabrication Labs. Each year, funds are also transferred for equipment refreshes. The remaining balance at the end of FY23 was 45% of course fee revenue, reflecting a significant drawdown of prior reserves. By FY24, the balance had decreased to 15%, further reducing the large reserve from previous years. Funding needs to extend across fiscal years to support ongoing expenses and equipment updates.



**Review of Course Fees**  
**Fiscal Year 2023 and Fiscal Year 2024**

School/College:	College of University Libraries and Learning Sciences	
	FY23 - Actuals	FY24 - Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ -	\$ -
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	-	-
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ4 - Research Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	-
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>

**Comments:**

College of University Libraries and Learning Sciences does not collect course fees.



**Review of Course Fees**  
**Fiscal Year 2023 and Fiscal Year 2024**

**School/College/Branch:**

**Los Alamos Branch Campus**

	<b>FY23 - Actuals</b>	<b>FY24 - Actuals</b>
<b><u>REVENUE</u></b>		
OA2 - Student Fees	\$ 115,987	\$ 116,780
OZ1 - Reserves	159,763	177,344
<b>TOTAL REVENUE</b>	<b>\$ 275,750</b>	<b>\$ 294,124</b>
<b><u>EXPENSES</u></b>		
OF1 - Salaries	\$ 17,593	\$ 28,042
OG1 - Payroll Benefits	11,090	14,950
OJ1 - Supplies	65,991	135,119
OJ7 - Services	3,042	-
OJA - Other Expense	690	1,351
<b>TOTAL EXPENSE</b>	<b>\$ 98,406</b>	<b>\$ 179,462</b>
<b>RESERVES</b>	<b>\$ 177,344</b>	<b>\$ 114,662</b>

**Comments:**

Course fees support chemical supplies for wet labs, vocational training materials, art supplies, hazardous waste removal, computer hardware, and salaries for online learning and instructional technology support.

At UNM-Los Alamos, remaining balances exceeding 10% of annual course fee revenue are rolled forward as reserves for use in the next fiscal year. Significant reserves in the online curricular fee indices fund the replacement of student-facing computers and accessories on a five-to-seven-year cycle. Funding must extend across fiscal years to maintain these resources.



**Review of Course Fees**  
**Fiscal Year 2023 and Fiscal Year 2024**

School/College/Branch:	Valencia Branch Campus	
	<b>FY23 - Actuals</b>	<b>FY24 - Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 32,935	\$ 35,710
OZ1 - Reserves	4,663	669
<b>TOTAL REVENUE</b>	<b>\$ 37,598</b>	<b>\$ 36,379</b>
<b>EXPENSES</b>		
OJ1 - Supplies	35,567	27,947
OJ3 - Student Costs	657	774
OJ7 - Services	340	165
OJA - Other Expense	366	592
<b>TOTAL EXPENSE</b>	<b>\$ 36,929</b>	<b>\$ 29,478</b>
<b>RESERVES</b>	<b>\$ 669</b>	<b>\$ 6,901</b>

**Comments:**  
 Course fees at UNM-Valencia are used solely for materials utilized by students in the courses. Some uses for fees include science lab materials and equipment, art supplies (easels, paints, brushes, etc.), computer hardware supplies for use in hardware installation class, etc. Remaining balances, which were minimal for FY23 and FY24 will be allocated for lab materials, equipment, and supplies that cross fiscal years.