Class / Studio / Lab Fee Guidelines

Class / Studio / Lab Fees may be used for:

- **purchasing** new instructional equipment and/or supplies or **repairing** or **replacing** current instructional equipment and/or supplies required in an instructional activity specific to a class/studio/lab.
- **purchasing** “consumable” equipment and/or supplies required in an instructional activity specific to a class/studio/lab.
  - Any individual equipment or supply purchase exceeding $5,000 must be approved by the Provost’s Budget Office.
  - Fees may only be used for purchasing, replacing, or repairing equipment and/or supplies whose use are 100% instructional. Fees may **not** be spent on equipment and/or supplies used in a facultyperson’s research laboratory (even if instruction occurs occasionally in the lab) or a non-instructional setting.
- **special instructional software** directly related to class instruction (software in instructional computer labs are acceptable) that are **not** funded by the technology fee.
- **transportation costs** related to off-campus instruction, such as course-related field trips.

Fees may **NOT** be used for:

- Instructors and/or student assistants.
- Items that were not initially and specifically designated when the first fee was first proposed and approved. Any changes must be requested and approved through the RPAC.

Units receiving and spending fees must submit an annual report to the Provost’s Budget Office with receipts etc. detailing all fee expenditures.

Fees that show minimal patterns of expenditures may be suspended indefinitely by the Associate Provost for Academic Resources & Planning. Review of the fee and its subsequent renewal will be reviewed by the RPAC.

Academic units must spend fee funds in ways which give **all students paying the fee** equal opportunity to benefit from the expenditure of the funds.

All equipment purchased with fee monies must have a sticker stating “purchased with class fees” on it; free stickers are available (provided by Auxiliary Services) from the Provost’s Budget Office.

Approved by RPAC: 10-28-2011