

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 faculty person’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