

3.1 Acceptable Use of Course-based, Instructional Materials Fees

Academic departments customarily assess course-based fees for instructional materials necessary in the delivery of specialized course content, such as consumable materials in art and science labs, software, instrumentation, or equipment that is not easily purchasable by individual students. **Departments can suggest assignment of such fees to their dean, who must approve such fees in consultation with the Provost.** Instructional materials fees are not to be used as a replacement for institutional investment in capital needs; they are to be assessed for the direct benefit of student learning.

Acceptable uses for such fees generally include:

1. Consumable and/or perishable materials necessary for completion of a course;
2. Events or other activities which students attend that are part of the course;
3. Specialized software or equipment associated with a particular course;
4. Instructional materials such as software or equipment that enables course preparation outside of laboratories;
5. Collaborative activities between students and instructors;
6. Guest speakers who are part of the regular course curriculum.

Fees are not to be used for general departmental expenses or individual faculty development.

Approved by the Provost and Vice President for Finance and Administration, December 16, 2011.