General Policy Guidelines for Special Course Fees

1. Income from special course fees is restricted to specific course costs and may not be used to augment general categories of departmental budgets, i.e., supplies and equipment, travel, salaries or computing costs, and may not be deposited into development accounts.

2. Special course fees may be approved for:
   a. Consumable Instructional Materials: lab or studio supplies, breakage, photo lab materials, films, chemicals, handouts, electronic kits, etc.
   b. Use of Specialized Facilities: key deposits, darkrooms, practice rooms, special equipment, language labs, etc.
   c. Instructional Materials & Services: film and tapes, special syllabi, private instruction, etc.
   d. Curriculum Enhancement: field trips, trail fees, leadership labs, etc.
   e. Other Specialized Services: testing and exam fees, counseling, etc.