

## 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 (see 2.f below for further guidelines about 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.
  
  - f. When the students in a particular course can come from a variety of different academic programs, so that a program-fee approach is impractical, salaries for individuals other than the instructor of record can be covered by a course fee, provided that the individual's activities can be associated wholly with the delivery of a particular course or closely related set/cluster of courses. So, e.g., course fees can pay for staff support for coordinating internships via internship courses, or for student tutors for a cluster of Math courses. (language added to Guidelines February, 2017)