It is the intent that the monies collected for a given course fee will be expended on the course in question. Proceeds from course fees must only be used for the purposes specified in documentation completed to request creation of the fee for that particular course. Course fees are to be considered exceptions to standard budgeting procedures and implemented only when necessary. Extensive use of fees, either in number or in total cost, will be discouraged within a single department, especially if the courses with fees are required for the major. If at the end of the fiscal year a course fee project has a fund balance above 5%10% of the average for the revenue received during the last three years, a memorandum of explanation will be submitted by the department chair to the college dean and forwarded to the Office of the Provost. Deficits are not allowable in course fee projects. Appropriate uses of funds for state-supported courses are to cover the cost of:

1. Purchasing and maintaining equipment and software specific to the course.
2. Purchase of supplies that will be used to produce a product or project that become the property of the student.
3. Purchase of supplies that cannot be reused.
4. For occasional technical, safety, chemical hygiene, and lab/field assistant support.
5. Transportation directly related to the course.
6. Cost for using a facility required for the course that is not part of the university's facilities.
7. Purchasing materials that can be provided for students at a lower cost through volume purchasing.
8. Providing materials to a student who chooses to utilize additional resources above the standard resources provided to all students to complete course requirements or who chooses to upgrade the materials used to complete the requirements.
9. Private lessons in vocal or instrumental music.

[Responsibility: Academic Finance Manager; Authority: George Clark, VP for Business and Financial Affairs; Reviewed/Endorsed by Budget and Finance Committee: 09/17/2013; Reviewed/Endorsed by Provost's Council: 09/11/2013; Cabinet/UPAC; Review/Effective Date: xx-xx-xxxx; Approved by: James L. Gaudino, President]