



CCF, while approved as part of a Category II fee, follow the guidelines of **Category III** fees:

### Purpose:

[EO 1049](#) established a Category II fee to provide revenue for two primary purposes to enhance the student learning experience: a [Consolidated Course Fee](#) (T8509), and a [Student Learning Fee](#) (T8508). The Consolidated Course Fee funds are to be used according to the general course fee guidelines, while the Student Learning Fee funds have more flexibility.

### Guiding Principles:

As stated in [EO 1102](#), Category III Miscellaneous Course Fees are defined as: "...fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction". CCF are not to be used for the basic complement, but for those exceptional instructional materials which are to be used in concert with the basic complement.

EO 1102 states in part that:

- Miscellaneous course fees can only be charged for the actual cost of the material, service or use of facility being provided.
- A miscellaneous course fee **cannot** be charged for the basic complement of classroom supplies and materials required for instruction. These include but are not limited to: chalk, erasers, paper clips, pointers, classroom instructional equipment such as projectors (slide, overhead, computer, etc.) and associated supplies (bulbs, transparencies, software, etc.), or any other supplies deemed necessary to equip the instructional space for courses.
- A miscellaneous course fee **cannot** be charged for the basic complement of laboratory supplies and instructional equipment necessary for classroom lab requirements identified in the course description. These include but are not limited to equipment, test tubes, work stations, computers or any supplies necessary to equip laboratory space to complement classroom course instruction.
- A miscellaneous course fee **cannot** be charged to fund the basic cost of instruction. Instructional costs are funded through marginal cost dollars, tuition fee revenue, and permanent base budget allocations.

### What are allowable expenditures for miscellaneous course fee revenue?

Revenue from miscellaneous course fees, and the CCF equivalent, can be used to buy consumable supplies, services, or to provide access to a facility that enhances the experience of the student and is critical to the academic outcomes of the course.

Examples of allowable course-specific supplies include, but are not limited to:

- Art supplies for painting, drawing, photography, sculpting, ceramics, glass
- Software licenses that allow each student to access course-specific software, either in a lab or on their personal computer
- Consumable laboratory supplies, including slides, chemicals, gasses, biological specimens, metals and welding supplies, and sheet music
- Paper and ink for course-specific purposes and specialized printers (e.g. architecture, photography)
- Printing for course-specific instructional packets that are retained by the student after course completion
- Travel costs associated with local, regional, national or international field trips (e.g. airline, bus rentals, rental cars, lodging)
- Off-campus facility usage expenses

## What are NOT allowable expenditures for miscellaneous course fee revenue?

Revenue from miscellaneous course fees **cannot** be used for items such as, but not limited to:

- Instructional equipment (e.g. computers, projectors) or maintenance and replacement of these items; these types of basic equipment purchases should be funded with other dollars (GF, SLF)
- Equipment for labs, including musical instruments and equipment, cameras, or gym equipment
- Protective clothing and safety equipment (e.g. lab coats, safety glasses)
- Faculty or staff-related salaries, benefits, travel, registration fees, or hardware/software/equipment
- Student assistants, teaching associates, graduate assistants, or instructional student assistants
- Meals associated with travel/field trips
- Memberships and accreditation expenses
- Recruiting expenses
- Hospitality expenses

Rollover is limited to 20% of each college's current year allocation. Excess balances beyond the rollover limit are swept back to the AA divisional level for reallocation the following year. Encumbrances are allowable.

### Notes:

Questions regarding the appropriateness of an expenditure from T8509 funds should be directed to the University Budget Office (x5931) or Financial Services (x5103).