

Special Course Fees for Computer Laboratories

OVERVIEW

Educators and administrators may request the establishment of special course fees to pay for operating costs associated with computer laboratories. Follow procedures in *BPPM* 30.95 to request a special course fee for a computer laboratory. The following conditions also apply.

SUPPORT

Such computer laboratories are not intended to be entirely self-sustaining. The department or college is responsible for acquiring and upgrading the laboratory and associated equipment from funds *other than* revenues from special course fees.

Allowable

Revenues from special course fees *may* support:

- Personnel to serve as computer laboratory monitors and assistants. (This may include graduate assistants.)
- Consumables, e.g., paper, printer supplies, diskettes.
- Software and software upgrades.
- Equipment maintenance.

Prohibited

Revenues from special course fees *may not* support:

- Faculty salaries.
- Replacement or acquisition of equipment or furniture.
- Remodeling costs associated with establishing or upgrading a laboratory.