

A. Purpose

This policy sets forth the general rules governing the establishment of Instructional Support Fees and the expenditure of funds generated by these fees.

Instructional Support Fees (ISF). Fees charged to students to cover the cost of providing materials or services which are not the subject of a charge under any other statutory authorization. ISF must reasonably reflect the actual cost to the university for the materials or services for which it is collected. (Texas Education Code, Sect. 54.504; *Rules and Regulations* of the Board of Regents, Rule 40401—Assessment, Collection, and Waiver of Tuition and Fees)

Instructional Support Fees may appropriately be used for the following:

- a. Consumable supplies—all materials used by the student in the classroom. Materials include copying charges for syllabi and tests, wood, clay, etc. Copying costs of classroom materials contribute directly to consumable supplies taken by the student from the classroom.
- b. Equipment – items must relate directly to student participation in the classroom or laboratory.
- c. Service Contracts for Maintenance of Instructional Equipment – may also include maintenance and calibration of equipment. Copier rental to the extent that copies are distributed to students is also allowable.
- d. Honorariums and/or Travel Expenses for Visiting Lecturers in Seminar Courses - include only costs associated with courses, no other activities of the visitor such as open symposiums or presentations to faculty.
- e. Salaries and Wages – classified salaries or wages of student workers will be allowed to assist students in the instructional process, including payment of models for the Department of Art, tutors for the labs, tutors for Supplemental Instruction (SI). Also salaries of graders and graduate and undergraduate teaching assistants who are not instructors of record.
- f. Evaluation – cost of evaluating instruction within classes.
- g. Field Trips – items directly related to organized field trips in support of classroom instruction.
- h. Library Books and Serials – actual cost of library books and serials directly related to a particular course.
- i. Costs of Overseeing Internships/Practicums – expenses directly associated with faculty supervision of these activities, including long distance calls and travel.
- j. Field-Based Expenses – extraordinary costs associated with courses taught in field-based settings.
- k. Computer Software and instructional technology directly related to student participation in the classroom and/or laboratory, delivery of the course, course materials, or course information.
- l. Non consumable supplies and materials, the usefulness of which may extend beyond one year.
- m. Tutoring, Supplemental Instruction, other student learning support (writing center, math center)

- n. Assessment materials, support, development
- o. Books, printed materials used in classes (not library books)
- p. Food for classes—coffee, donuts, etc. when there is a guest speaker
- q. Software that supports teaching, advising, and course information for students
- r. If materials are closely associated with class handouts, they can be included in ISF. If materials are more closely associated with published text material (supplemental text materials such as sets of reading materials, laboratory manuals, etc.) they should not be charged to Instructional Support Fees. Instead, the cost of these materials should be borne by the student directly.

The Provost's office may transfer ISF to Campus Computing to purchase classroom technology— Canvas or other software, hosted services, servers, online tutoring services (e.g., SmartThinking), 24-hour online help for Canvas, etc. that support teaching. The Provost's office may also transfer fees to support (university-wide) Interactive TV classes or web-based courses.

The following expenses may not be paid from ISF:

- Faculty Travel
- Office Workers
- Faculty Salaries
- Faculty computers and equipment that is not used in the classroom/lab.
- Subsidized travel for students beyond the amount generated from an individual student's ISF

Any exceptions to the above usage of ISF must be approved by the Provost or designee.

The preceding rules do not address Basic Computer Access Fees.

Instructional Support Fee Balances

Balances of ISF may only accrue to the extent considered reasonable in the business cycle of the college or department, or to provide sufficient funds for replacement of equipment and furnishings.

Department Chairs and Deans are responsible for ensuring compliance with these rules