

## **GENERAL LIST OF EXPENSES NOT ALLOWABLE ON ACADEMIC FEES**

This is not intended to be an exhaustive list of items that are *not* allowable under an Academic Fee. Generally speaking, these items are not “directly associated with classroom activities” as required by the policy. In some cases, there are statutes or other policies that make Academic Fees an inappropriate source of funding for the item.

For any questions relating to Academic Instructional fees that are not answered here or in the Guidebook on instructional related fees please contact [Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu)

- Faculty salaries cannot be paid with instructional fees; defined as the instructor-of-record.
- Awards (e.g. best student, best dissertation, best TF, “tuition award”).
- Scholarships.
- Remodel, renovation, upgrade or construction of instructional facilities.
- Guest speakers who visit departments, but do not visit scheduled classes to present to and interact directly with students.
- Academic advisors or counselors.
- Front desk or general administrative support.
- Peer mentors to staff programs for at-risk students or in non-credit programs or some other activity designed to give student-to-student support for retention purposes; not classroom instruction.
- Seed money, internal grants or other funding to review academic programs, improve the quality of existing academic programs, develop new academic programs, or new delivery mechanisms.
- Accreditation or program assessment activities.
- Student clubs/activities/teams that are discipline or program-specific and may or may not be wholly/partially supported by Student Service Fees.
- Commencement expenses.
- Student travel to present at discipline-specific conferences, if the presentation is not required by a specific class.
- Student performance travel that is not required by a specific class.
- Furniture for Faculty offices or reception spaces

## **DIRECT vs INDIRECT SUPPORT OF INSTRUCTION**

The difference between direct and indirect support is an important one to understand in order to fully comply with the policy. The difference can best be illustrated by a few select examples.

### Direct Support

#### **Appropriate for Fee**

- A computer in a lab made available to students to do homework or class projects
- File Folders given to students as a way to organize class projects and students are allowed to keep the folder when the graded project is returned.
- Wages of a student or non-student worker who types syllabi or photocopies tests and handouts for a faculty member
- Frames for displaying student artwork when artwork display & arrangement are part of the class syllabus.
- Wages of a student worker who is located in a tutoring center, help center, or lab who assists students in the lab or with questions regarding homework.
- A restricted access phone line in a tutoring or help center
- Wages of a technician who supports, maintains and does repairs for a student-only computer, scientific, or instructional lab.

### Indirect Support

#### **Inappropriate for Fee**

- A computer in a faculty member's office on which they prepare class materials (but does administrative work as well)
- File Folders that faculty members use to file old tests and homework assignments in their offices.
- Wages of someone who types grant proposals or manuscripts for a faculty member.
- Frames for displaying student artwork that arose from a class project but is not part of the class requirement.
- Wages of a student worker who answers the departmental phone
- A phone line on which faculty or staff conduct departmental business, even if it includes ordering instructional materials or equipment.
- Wages of a technician who supports, maintains and does repairs for computers in faculty offices or equipment in restricted research labs.