

**Draft Policy on Technology Expense Fees**  
Office of the Executive Vice President and Provost  
Arizona State University  
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As a general rule, revenue derived from tuition and legislative appropriations is intended to support the cost of instruction. For this reason, Arizona Board of Regents (ABOR) policy, as detailed in Section 4-105 of the ABOR Policy Manual, sets strict limits for Establishing Special Class Fees and Deposits. Subsection B then asserts that these charges are limited to the following six categories:

1. Off campus field trips or specialized equipment/facilities use.
2. Private instruction (music, e.g.)
3. Expendable materials
4. Technology expense fees
5. Studio models
6. Deposits

Categories 1, 2, 3, 5 and 6 have been listed in earlier versions of this policy statement as possible justifications for special class fees and deposits, and Section 4-105 provides considerable detail on how these five categories are to be interpreted. However, Section 4-105 was revised in September of 2000 to reflect the increasing costs of providing technology enhanced instruction, and as a result, the new Category 4: Technology Expense Fees was added. For this category, Section 4-105 provides only the brief guideline that:

Technology expenses must be course-specific, beyond the normally expected basic services, *to be determined by each university.*

Consistent with the last clause in this guideline, this document is intended to provide a framework for decisions made by the Office of the Provost on requests from departments and colleges for course fees under Category 4: Technology Expense Fees.

Technology Expense Fees are limited to the following two subcategories:

1. Expendable technology costs. For example, computer hardware and software, networking components, digital cameras and recorders, maintenance fees, etc.
2. Personnel costs associated with the technology portion of the course. For example, technical staff support, training, course development, etc.

In order to qualify for a special class fee/deposit under the Technology Expense Fee category, three additional criteria must be satisfied:

1. The technology expense must support the delivery of instruction in a manner that is demonstrably of special value to students.
2. The technology expense must be specific to the course. However, these costs may apply to more than one course.
3. The technology expense must be beyond those instructional support services the unit would normally be expected to provide from its operations and personnel budget.

It is recognized that in certain cases, fees will accumulate for a period of one or two years and then be disbursed for upgrades, replacements, repairs, etc. Examples might include specialized laboratory equipment, workstations and servers, and networking costs.