<p align="center">School of Labor and Urban Studies
<u>Student Technology Fee Policy Supplement</u></p>

1. Proposal Review and Voting:

All proposals, regardless of the requested amount, must be submitted to the Student Technology Fee Committee for review and voting.

This ensures transparency, equity, and student representation in all funding decisions.

Exception – Urgent Requests: In cases of emergency (e.g., critical equipment failure, urgent accessibility needs), the Committee Chairperson may authorize expenditures without a full vote.

Such approvals must be documented and reported to the Committee at the next scheduled meeting.

Emergency approvals are limited to essential repairs or replacements that directly affect student access or safety.

2. Recurring Proposals:

Recurring projects previously approved by the Committee (e.g., annual software licenses, ongoing support staff) do not require a full re-vote each year.

Instead, they will be listed in the annual Technology Fee Plan as 'continuing commitments.'

The Committee will review these items collectively to confirm continuation, but individual re-submission is not required unless scope or cost changes significantly.

3. Course-Specific Software:

Tech Fee funds may be used to purchase course-specific software if:

- The software is broadly accessible to enrolled students (not restricted to a single faculty member).
- It directly supports student learning outcomes and enhances technology-assisted instruction.
- Licenses are procured in compliance with CUNY procurement policies.

4. Classroom Support Staffing:

Tech Fee funds may be used to hire College Assistants (CAs) or Instructional Technology Support Assistants (ITSAs) for:

- Classroom technology support (e.g., maintaining instructional labs, assisting with specialized software).
- Supporting faculty and students in meeting ADA compliance requirements (e.g., captioning, accessible formats).

Staffing must be student-serving in nature and documented in the Technology Fee Plan.

5. Student Awards, Scholarships, or Stipends:

Tech Fee funds may **NOT** be used for general student awards, scholarships, or stipends.

Permissible use: Students who provide direct accessibility support (e.g., note-taking, assistive technology support) may be compensated through Tech Fee funds if:

- The service is essential to ensure ADA compliance.
- Compensation is structured as hourly wages or stipends under existing student employment guidelines.
- The arrangement is documented and be approved by the Committee.

6. Reporting and Transparency

All expenditures, including emergency approvals and recurring commitments, must be reported in the annual Technology Fee Plan and shared publicly on the college's website.

Student representatives must be consulted on recurring commitments and emergency approvals to maintain accountability.