



## **EAS Policy: EAS-COL-003**

**Subject: Academic Program Fee Use**

**Effective Date: November 15, 2011**

**Supersession: April 11, 2004 and February 22, 2008 as EAS Instructional Fee Policy**

**Approved: R. Dandapani, Dean**

### **Introduction:**

The campus collects \$15 per credit hour with a maximum of \$180 per student per semester as fees for courses taken with the designations of CS, ECE, MAE, ENGR, GDD, and INOV. The courses with numbers 7xxx, 8xxx, and 9990 are exempted. The fees are disbursed to EAS as they are collected from students.

### **Policy:**

#### **Considerations on the use of the fees**

The overall use of the fee is to assist EAS in providing exceptionally high-quality college experience for students who are charged the fees. More specifically, EAS will use the monies generated from the fees in a variety of ways to provide the experience, including, but not limited to:

1. EAS departmental instructional labs such as lab monitors, printing supplies, software licenses, equipment, etc.
2. EAS IT hardware, software, and maintenance.
3. EAS departmental help centers, or instructional supplements provided by students for students.
4. Career placement services that are specific to EAS such as mock interviews with technology companies, EAS Expo, etc.
5. Student club projects that benefit all students in EAS.
6. Student-run mentoring program available to all EAS students.
7. Student-centered events, available to all EAS students, to foster student community such as Freshmen Seminar and tours of industries.

To support students in all aspects listed above, the fees will be disbursed within EAS for use by the three departments (CS, ECE, MAE), and BI program under whose programs the fees are assessed. Additionally some of the gross funds will be retained by the dean's office for providing services that benefit all students in the areas of information technology (IT), student support for success (S<sup>3</sup> Team), emergency uses in any of the above areas. The persons in charge of the areas that receive funds will be responsible to ensure that the monies spent directly benefit the students by maintaining accurate accounts that will stand up to audits performed at the college/campus/system levels.

#### **Internal disbursement of the fees**

1. Fee revenue for the current fiscal year and the carry forward from previous fiscal year will be added together to form the internal disbursement pool (IDP). The

IDP will be distributed in the fall and spring semesters according to the disbursement method described below.

2. 5% of IDP will be retained as reserves for emergency use under dean's supervision.
3. Amount needed for IT (list of expenses to be approved by Information Technology Committee). As CS, ECE, MAE and BI have their own instruction fee pools, a department specific or program specific expense should be charged to the corresponding pool.
4. Amount needed for S<sup>3</sup> Team (list of expenses to be approved by Executive Committee).
5. Amount needed for recurring expenses (list of expenses to be approved by Information Technology Committee).

The above amounts will be deducted from IDP to get Program IDP (PIDP). Unused amounts in the above accounts at the end of the fiscal year will be carried forward.

The EAS financial assistant will use CS, ECE, MAE, and BI percentages of the EAS FTE at census date to permanently distribute the PIDP to the programs.