

College of Engineering and Applied Science Policy for Course Fee Expenditures

**Approved by the Undergraduate Education Council December 13, 2005
Approved by the Administrative Council January 23, 2006**

While not fully recovering costs incurred, revenue from course fees will result in a significant source of funding dedicated to maintaining the educational laboratory facilities of the College.

Revenue from course fees is to be used by departments (and the ITLL) solely for the following purposes:

1. Replacement, calibration and/or repair of existing equipment used primarily in laboratory classes for which course fees are collected
2. Purchase of new equipment to be used primarily in classes for which course fees are collected
3. Purchase of consumables or other specific class-related expenses, to be used in classes for which course fees are collected
4. Purchase or renewal of software licenses for software used primarily in classes for which course fees are collected
5. Maintenance and replacement of computing infrastructure used primarily for classes for which course fees are collected.
6. Minor lab modifications to accommodate equipment or experiments used primarily for classes for which course fees are collected

Revenue from course fees is NOT to be used for the following purposes:

1. Replacement, calibration and/or repair of existing equipment used primarily for research
2. Purchase of new equipment, software or computing infrastructure to be used primarily in research
3. Staff or personnel support (e.g., lab technicians, TAs, etc.)
4. Faculty salaries, stipends, or start-up costs
5. General lab, classroom or building renovations

Funds collected from course fees will be placed into a course fee account for each department (and the ITLL). Expenditures from this account are restricted to the uses specified above. These accounts will be audited on an as-needed basis. Department Chairs, and the ITLL Co-Directors, will annually certify in writing to the Associate Dean for Education that the expenditures from these accounts have been used in a manner consistent with this policy.