TITe: EXPENDITURES FOR STUDENT EDUCATION

POLICY: Any faculty member wishing to request purchase of educational materials may do so by submitting a Student Educational Request Form to her/his local Campus Director. Educational materials include books, videos, software, CAIs, equipment (such as overhead projectors), hardware (such as computers and printers) and other items (such as models).

RATIONALE: Use of one form simplifies the process for faculty and provides the Campus Director with sufficient information to determine the most appropriate funding source based on the intended use and priority of the request. Funding sources include: 1) Undergraduate Program Fee Account, 2) Graduate Program Fee Account, 3) University Student Equipment Fee Account, 4) University Student Computer Fee Account, and 5) Campus Director Discretionary Program Fee Account. Brief descriptions of these funding sources have also been attached to this policy for reference.

PROCEDURE:

1. The faculty member completes a Student Educational Request Form (see attached copy) and submits the form directly to her/his local Campus Director.

2. The Campus Director reviews the request to determine the most appropriate funding source based on its intended use and priority. In short, the Undergraduate Program Fee Account can only be used for undergraduate instructional-related requests; the Graduate Program Fee account can only be used for graduate instructional-related requests. Requests can be made to the University Student Equipment and Computer Fee Allocation committees for all student-related requests, but because the requests are processed in late spring, approved in the summer, and generally allocated in a 60 percent (Fall)/40 percent (Spring) split the following year, there might be a delay of up to 18 months until the item is available.

Following is a summary of potential funding sources:

- **Undergraduate** – Undergraduate Program Fee (if needed this semester or this year), the University Student Equipment/Computer Fee Accounts (if the request can wait up to 18 months), or Campus Director Discretionary Program Fees for local, campus-specific needs (and Campus Director approves the request).

- **Graduate** – Graduate Program Fee (if needed this semester or this year), the University Student Equipment/Computer Fee Account (if the request can wait up to 18 months) or Campus Director Discretionary Program Fees for local, campus-specific needs (and Campus Director approves the request).

3. Planning for the use of either the Undergraduate or Graduate Program Fee Accounts or the
Campus Director Discretionary Program Fee Account, should begin during the spring semester for the following academic year. The Campus Director will solicit Student Educational Request Forms from faculty and prepare a preliminary budget. If unexpected needs arise during the academic year, the Campus Director can immediately approve a request, place an order and return a copy of the form to the faculty member so s/he knows the disposition of the request.

4. If the Campus Director decides to seek funding through the University Student Equipment/Computer Fee Allocation committee, the form should be sent to the Assistant to the Dean who will hold the form until the University calls for requests (typically in March or April each year). S/he will then route equipment requests (which include books, videos, etc.) to the Associate Dean for Undergraduate Programs and computer requests (which include computers, printers, software, CAIs, etc.) to the College’s Information Technology Coordinator for prioritization (in consultation with all the Campus Directors, as needed) and submission to the University.

5. Campus Directors will be informed of the University’s decision (typically received prior to the start of the following Fall semester). If the request has been denied, the Campus Director has the option of using Undergraduate Program Fees (if the request is an undergraduate request), the Graduate Program Fees (for graduate requests), or Campus Director Discretionary Program Fees and s/he approves of the request).

Attachments:  #1 Student Educational Request Form  #2 College of Nursing Undergraduate Program Fee Account Guidelines  #3 College of Nursing Graduate Program Fee Account Guidelines  #4 College of Nursing Campus Director Discretionary Program Fee Guidelines

Reviewed/Approved by:

Level I:  Executive Council (April, 2006)  Level II:  Associate Dean for Undergraduate Programs (April, 2006)