DIVISION: Engineering

DEPARTMENT: Computer Engineering

TITLE OF REQUESTED FEE: Laboratory Equipment – Damage or Loss Fee

COURSE NUMBER: CMPE 012CL, CMPE 100L, CMPE 121L, CMPE 123L, CMPE 157, CMPE 172L, CMPE173L

PLEASE COMPLETE TEMPLATE ATTACHED
PLEASE EXPLAIN THE FOLLOWING IN YOUR REQUEST

♦ EXPLAIN PURPOSE OF FEE.

♦ EXPLAIN REASON FOR THE FEE INCREASE OR DECREASE.

♦ STATEMENT OF JUSTIFICATION (Why department funding cannot cover the cost, how is cost currently covered?).

♦ HOW WILL THE FEES BE ASSESSED AND COLLECTED?

♦ EXPLAIN YOUR STUDENT FEE APPEAL PROCESS.

♦ INCLUDE MATERIAL THAT SHOWS THE PROJECTED RATE CALCULATIONS (See attached page).

♦ INCLUDE A LETTER FROM THE VICE CHANCELLOR OR DEAN APPROVING THE FEE.
Request for Miscellaneous Fees

Jack Baskin School of Engineering

Requested Fee: Laboratory Equipment Damage or Loss Fee

1. Explanation of purpose for fee

A laboratory equipment contract is issued and signed by the student agreeing to return all checked out lab equipment in the condition it was received. All checked out equipment for the lab course is the sole responsibility of the student(s) who sign the contract for use of subject equipment. No fee will be assessed if equipment is returned undamaged. Sometimes multiple students may work together and check equipment out as a group. The lab group will then sign the equipment issue contract and be responsible for subject equipment as a whole. If a lab group checks out the equipment, damage or loss fees will be distributed across the group.

2. Statement of Justification:

The laboratory equipment damage or loss fee covers damage to or loss of lab equipment that is checked out to the student(s). The responsible student(s) is billed for the repair or replacement cost of lab equipment that is damaged or lost. The student will typically not be billed for damage due to aging equipment, normal wear and tear or responsible equipment usage. The primary concern is to retrieve costs associated with neglect and irresponsible behavior.

3. How will the fees be assessed and collected:

The student billing system will assess each student’s account for the required fee.

4. Explain your student fee appear process.

Students are first notified by Baskin Engineering Instructional Lab Support (BEILS) via the campus email system when a laboratory equipment damage or loss fee may be assessed to them. This first email notice is provided when equipment that the student has checked out is not returned by the specified date or is returned in damaged condition. The student will be given two weeks (10 working days) to respond to the email notice. Student response should be via email in order to document the response, however students are encouraged to phone or visit in person the laboratory manager, located in Baskin Engineering Room 126 (Phone 459-3794). The School of Engineering encourages the student at this time to remedy the situation, either by returning the equipment or assisting in its repair. Typically the laboratory manager will avoid charging students for damage done while the equipment was properly operated or cared for and may reduce the charge to the student if they can assist in the repair.

A second notice listing the proposed fee will be issued to the student via email for damage or loss. This second notice listing the proposed fee will be issued no earlier than the 10 working days from the initial notice. Hopefully, the fee listed on the second notice would have been negotiated between the student and the laboratory manager. However, it is recognized that some individuals may not have the opportunity to do so. Therefore, the student will then have a second period of two weeks (10 working day) to file a written or email appeal to the laboratory manager. After appeal to the laboratory manager, he may adjust, at his discretion, the damage/loss fee based upon whether the damage or loss was preventable or were committed while properly operating equipment.

No earlier than two weeks (10 working days) after the second notice, a third and final notice will be emailed to the student detailing the costs to be assessed. Should the student feel that the laboratory manager’s decision was unfair, the student will have the option to make an appeal to the Dean of Engineering. The appeal to the Dean shall be
made in writing and be presented no later than two weeks (10 working days) after the final decision by the laboratory manager. Any decision by the Dean of Engineering will be final. Notice of the Dean’s Decision will be forwarded to the student via email.

Summary of School of Engineering Miscellaneous Lab Damage/Loss Fee Appeal Process:

(a) First notice emailed by Baskin Engineering Instructional Lab Support (BEILS).
(b) 10 day window for student to contact BEILS to remedy situation
(c) Second notice emailed by lab manager detailing costs
(d) 10 day window for student to appeal to lab manager
(e) Third (final) notice emailed of intent to assess specific miscellaneous damage or loss fee
(f) 10 day window for student to appeal to Dean of Engineering
(g) Final decision by Dean of Engineering to assess miscellaneous damage/loss fee.
## Miscellaneous Fee Request

### Computer Engineering Loss/Damage Fees

#### 2000-2001

<table>
<thead>
<tr>
<th>Title of Fee</th>
<th>No. of Customers</th>
<th>Specific Cost Categories</th>
<th>Annual Costs Or Per kit or lab station</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 012L</td>
<td>75-300</td>
<td>Repair or Replacement Cost</td>
<td>$1,000/Kit</td>
<td>$1000</td>
</tr>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 100L</td>
<td>60-80</td>
<td>Repair or Replacement Cost</td>
<td>$500/Kit</td>
<td>$500</td>
</tr>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 121L</td>
<td>30-50</td>
<td>Repair or Replacement Cost</td>
<td>$1000/Kit</td>
<td>$1000</td>
</tr>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 123L</td>
<td>30-50</td>
<td>Repair or Replacement Cost</td>
<td>$1000/Kit</td>
<td>$1000</td>
</tr>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 157</td>
<td>30-50</td>
<td>Repair or Replacement Cost</td>
<td>$1000/Kit</td>
<td>$1000</td>
</tr>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 172L</td>
<td>30-50</td>
<td>Repair or Replacement Cost</td>
<td>$1000/Kit</td>
<td>$1000</td>
</tr>
<tr>
<td>Laboratory Equipment Damage/Loss Fee for CMPE 173L</td>
<td>30-50</td>
<td>Repair or Replacement Cost</td>
<td>$1000/Kit</td>
<td>$1000</td>
</tr>
</tbody>
</table>

#### 1999-2000

<table>
<thead>
<tr>
<th>Projected Revenue</th>
<th>Projected Expenses</th>
<th>Projected Balance (6/30/1999 (revenue less Expenditures)</th>
</tr>
</thead>
</table>