This document below shows the old procedure that was last Approved 1992. The updated fees list is available at (http://www.iastate.edu/%7Eregistrar/fees/)

PROCEDURES RELATING TO CHARGING OF COMPUTER FEES

Beginning fall semester 1991, a system of special computer fees was instituted at Iowa State University. All students enrolled at ISU (with certain specific exceptions noted in section III of this document) are charged computer fees to support academic computing related to course work, open-access computing, network access and student unsponsored research. The amount of the fees charged to particular students depends on their enrollment status and the computing requirements of their particular curriculum or major. There are several categories of computer fees. The Standard Computer Fee is paid by all students, regardless of their curriculum or major. Students in certain programs with expanded academic computing requirements are charged an Augmented Computer Fee, which includes the Standard Fee plus an additional amount that has been established as appropriate for that particular program. This document explains the policies in effect for charging these special computer fees.

I. CATEGORIES OF STUDENTS WHO WILL BE CHARGED THE STANDARD COMPUTER FEE

All undergraduate students and graduate students who are enrolled in courses or programs at Iowa State University (with exceptions noted in section III below) will be charged the Standard Computer Fee. Regular Veterinary Medicine students will be charged as undergraduate students; graduate Veterinary Medicine students will be charged as graduate students. The amount charged for the Standard Computer Fee depends on the enrollment status of the student, and is detailed in the tables of section VII.

II. CATEGORIES OF STUDENTS WHO WILL BE CHARGED AUGMENTED COMPUTER FEES

Students in certain academic programs with expanded academic computing requirements are charged an Augmented Computer Fee. An Augmented Computer Fee consists of the Standard Computer Fee plus an additional amount that has been established as being appropriate for the program. The Augmented Computer Fees currently charged are:

Engineering Computer Fee: All undergraduate and graduate students enrolled in the College of Engineering will be charged the Engineering Computer Fee (which includes the Standard Computer Fee). This category includes undergraduate students enrolled in a pre-engineering or a professional program in Engineering, enrolled as a double degree candidate with one degree being in a curriculum in Engineering, or enrolled as an engineering special student; it also includes graduate students with a major in one of the departments in the College of Engineering. (Note: students enrolled in the undergraduate curriculum or
graduate major of Agricultural Engineering and students enrolled in the interdepartmental graduate majors of Biomedical Engineering and Systems Engineering will be charged the Engineering Computer Fee.) The amounts charged depend on enrollment status and are detailed in the tables of section VII. **Computer Science Computer Fee:** Undergraduate students (including special students) and graduate students enrolled with a major in Computer Science will be charged the Computer Science Computer Fee (which includes the Standard Computer Fee). The amounts charged depend on enrollment status and are detailed in the tables of section VII. **Management Information Systems Computer Fee:** Undergraduate students (including special students) who are enrolled with a major in Management Information Systems will be charged the Management Information Systems Computer Fee (which includes the Standard Computer Fee). The amounts charged depend on enrollment status and are detailed in the tables of section VII. Students who are simultaneously enrolled in double degree or double major programs in two of the programs for which Augmented Computer Fees are charged will be charged 50% of each of the Augmented Computer Fees for the two programs.

**III. EXEMPTIONS FROM COMPUTER FEES**

All students enrolled at Iowa State are expected to pay the Standard Computer Fee. Some students may not be able to benefit from the student computer fee because they are off-campus and their courses do not use on-campus computer technology. Other special circumstances may exist where classes or programs are unable to benefit in any meaningful way from on-campus computer resources. Students classified in either of these categories may be exempted from the student computer fee by action of the Provost following a recommendation of the Computation Advisory Committee. Students enrolled in the following categories will not be charged computer fees: Only in off-campus courses. Only in co-op programs or internship courses off-campus Only in workshops (also, workshop credits will not be counted in computer fee assessments) As incoming exchange students (e.g., ISEP) (outgoing ISU exchange students will be charged computer fees) Only in the Intensive English and Orientation Program (also, IEOP credits will not be counted in computer fee assessments) In the Agriculture Travel Program In practicum programs (e.g., student teaching, clinical laboratory/medical technology) In post-secondary programs for high school students Only in General Graduate Studies 600 (for thesis deposit) In "required registration" status for purposes of graduation

**IV. REFUNDS OF COMPUTER FEES FOR REDUCTION IN CREDITS DURING A TERM**

Refunds will be made for students who reduce their course load during a semester or term and for students who withdraw from the university. The following schedule will be used for refunds:
100% of entitled fee reduction during the first week of classes
75% of entitled fee reduction during the second week of classes
50% of entitled fee reduction during the third week of classes *
25% of entitled fee reduction during the fourth week of classes*

* Does not apply in summer terms
No refunds will be made after the fourth week of classes (second week for summer terms.)

V. CHANGES IN FEES FOR STUDENTS TRANSFERRING INTO AND OUT OF A PROGRAM FOR WHICH AN AUGMENTED COMPUTER FEE IS CHARGED

During fall and spring terms, if an enrolled student makes a change in classification into or out of a program for which an augmented computer fee is normally charged, a full adjustment (increase or decrease) to the assessed computer fee for the current term will be made as long as the change occurs on or before the final start day for touch-tone registration for the following academic term. Changes in classification that occur after the final day for touch-tone registration for the following term will not result in a change in the computer fee assessed until the beginning of the next term. If a student changes classification at any time other than during fall or spring terms, the computer fee assessed at the beginning of the student's next term of enrollment will reflect the student's change in classification.

VI. APPEALS PROCEDURE FOR COMPUTER FEES

Appeals by individuals may be made ONLY on grounds that specific procedures specified in this document have been improperly applied in their case. Appeals are not permitted after the first class day of the academic term immediately following the term for which the appeal is made. The initial appeal by an undergraduate student should be made to the Classification Officer for the college in which the student is enrolled. The initial appeal for a graduate student should be made to the Dean of the college which administers the major in which the student is enrolled. It is expected that most appeals will be resolved at this level, since most are likely to involve a lack of understanding of procedures. If the student does not accept the decision made at the first level of appeal, a further appeal may be made IN WRITING to the chair of the Provost's Computation Advisory Committee (CAC) stating what particular procedure is believed to have been incorrectly applied, and why the decision at the first appeal level should be reviewed. The chair of the CAC will appoint a two-member ad hoc subcommittee of the CAC consisting of one faculty member and one student member to consider the merits of the appeal and to arrive at a decision as to action that should be taken on appeal. The ad hoc subcommittee may recommend action to deny (with stated reasons), to grant (with stated reasons), or to refer to the full CAC for a decision involving possible changes or
clarifications of policies and procedures. A recommendation of the ad hoc subcommittee to deny or grant the appeal will be taken to represent the decision of the CAC on the appeal. The chair of the CAC will inform the appellant of the decision of the Committee within five class days of the decision having been reached.