



Angelo State University Operating Policy and Procedure

OP 42.10 Use of Graduate Tuition Surcharge Funds

DATE: October 7, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to identify appropriate usage of graduate tuition surcharge funds that enhance graduate education.

REVIEW: This OP will be reviewed in January every three years, or as needed, by the dean of the College of Graduate Studies and Research, with recommended revisions forwarded through the Provost and Vice President of Academic Affairs to the President by February 15.

POLICY/PROCEDURE

1. General

Graduate tuition is assessed in accordance with the rates set forth in the Angelo State University's Global Fee Document and authorized by § [54.008 of the Texas Education Code](#). The Texas Tech University System Board of Regents sets the graduate tuition surcharge rate per semester credit hour for graduate courses. The dean of the College of Graduate Studies and Research distributes graduate tuition surcharge funds to academic departments that generate graduate semester credit hours. Annual graduate student enrollment will affect the amount disbursed. Funds must be used by academic departments to enhance graduate programs at Angelo State University.

After each academic year, the dean of the College of Graduate Studies and Research will review graduate tuition surcharge fund expenditures from each graduate program for accountability purposes.

2. Appropriate Use of the Graduate Tuition Surcharge Funds

- a. Purchase library materials to enhance graduate education.
- b. Provide stipends for graduate research or teaching assistants or supplement existing stipends. Any salary commitments must be fully funded by the graduate tuition surcharge and/or by funds in the department's general operating budget.
- c. Provide release time for graduate faculty research or graduate program development.
- d. Purchase materials for graduate classes.
- e. Refurbish laboratory space for graduate classes and research.

[New Policy: October 7, 2019]

- f. Install multimedia technology in seminar classrooms regularly used for graduate classes.
- g. Support graduate faculty travel to conferences.
- h. Support speakers for departmental conferences related to graduate education or research.
- i. Provide start-up funds for graduate faculty research.
- j. Pay expenses associated with accreditation of graduate programs (CAEP, CCNE, AACSB or ACBSP).
- k. Provide funds related to development of new graduate programs.
- l. Purchase laboratory equipment and supplies for graduate research.
- m. Support clinical site visits by faculty for graduate students.
- n. Pay departmental membership fees that support graduate education, but not individual graduate faculty membership fees.
- o. Support graduate student recruitment activities (excluding promotional giveaway items. Example: pens, pads, cups etc.) .
- p. Other pre-approved activities that support graduate education.

3. Prohibited Use of Graduate Surcharge Funds

- a. Purchase of food or entertainment.
- b. Student prizes.
- c. Student membership fees.
- d. Any other activity for which use of state appropriated funds is prohibited.
- e. Graduate student travel
- f. Purchase of items to be giveaway items for recruiting. Example: pens, pads, cups. Informational type brochures are allowable.