

Course Materials and Services Fees

Establishment and Review

COURSE MATERIALS AND SERVICES FEE REQUEST

The following information is required to be submitted to the Miscellaneous Student Fee Advisory Committee for the establishment of a new Course Materials and Services Fee or adjustment of an existing Course Materials and Services Fee:

Department/Division: _____

Requesting Unit: _____

Course Name(s): _____

Course Number(s): _____

Department Contact: _____

Email: _____

Phone: _____

1. Which of the following does this request concern? (Please select one)

- Proposal of a New Course Material Fee
- Increase to an existing Course Material Fee
- Decrease to an existing Course Material Fee

2. Provide a description of the basis for the proposed or increased fee, including explanation of the related materials and/or services provided.

3. What is the amount of the proposed fee? _____

4. Explain how the proposed fee amount is derived, including estimated cost of materials and/or services provided, source of the estimate, and number of students in the course. Attach additional detail or supporting calculations as necessary.

5. If this request is for a new fee, explain how the related expenses have been paid in prior years. If the materials and/or services to be provided did not exist in prior years, explain why they are now considered necessary.

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6. If this request is to change an existing fee, explain the history of the fee amount and related materials and/or services provided. Describe the impact of the proposed change to students.

7. Is the fee mandatory for all students enrolled in the course? Yes No

8. Is this course: Required Required for Certain Tracks Elective

9. Can students reasonably secure these materials elsewhere? If not, why not?

10. Include approval by the appropriate Dean or head of your division.

Approval: Name

Title

Date