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.

   _______________________________________________________________________

   _______________________________________________________________________
Course Materials and Services Fees
Establishment and Review

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