

# COURSE FEE REQUEST

Course Fee Request forms are completed by the faculty initiator/department and submitted through the [Curriculum \(CIM\) System course proposal process](#). Through the electronic workflow, the request is reviewed for approval by the Department Chair (for alignment with course curriculum and instructional needs), the College Fiscal Officer, the Dean, and the Provost. UAA policy requires course fees to be revisited each time a course goes through the curriculum process. The approval workflow is shortened for course fee requests with no other course changes.

Requests should provide thoughtful rationale for all course fees and should comply with [University Regulation](#) and the [UAA Policy](#).

**COLLEGE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**COURSE & TITLE:** \_\_\_\_\_

**IMPLEMENTATION YEAR:** \_\_\_\_\_ **IMPLEMENTATION SEMESTER:** \_\_\_\_\_

**COURSE FEE ACCOUNT:** \_\_\_\_\_

Org	Obj.	Fund
Org	Obj.	Fund

Is this Course Fee Request part of a curriculum file being submitted through the Curriculum Approval Process?  YES\*  NO

\*If yes, please submit this form with the curriculum proposal through the CIM Course Approval Process.

Current Course Fee Per Student	Requested Action	Proposed Course Fee Per Student
\$ _____	(Please choose one) <input type="checkbox"/> Initiate <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Delete <input type="checkbox"/> No Change \$ _____	\$ _____

Please provide rationale for this course fee action, including the rationale for existing fees.

---



---



---



---

Please list the course fee category, instructional use, and total cost of each item or service covered by this fee. A detailed description of course fee categories can be found on page 2.

Item	Category	Instructional Use	Cost of Item

$$\frac{\text{Total Cost Per Class}}{\text{Anticipated Enrollment}} = \text{Total Cost Per Student}$$

NOTE: Course Fee Requests submitted through the Curriculum (CIM) System document approvals through the electronic workflow. For fees submitted outside of CIM, the signatures below are required.

Required Signatures:

---

Department Chair* - <i>Please Print</i>	Department Chair* - <i>Please Sign</i>	Date
---	--	------

**Department Chair\* signature indicates alignment with course curriculum and instructional needs.**

<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	College Financial Review - <i>Please Print</i>	College Financial Review - <i>Please Sign</i>	Date

<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	Dean - <i>Please Print</i>	Dean - <i>Please Sign</i>	Date

<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	Provost - <i>Please Print</i>	Provost - <i>Please Sign</i>	Date

**Course Fee Categories: (Sub-categories of Course Fees in Regulation 05.10.07 – C)**

**A. Lab fee**

Used to help cover student laboratory costs, typically including equipment, lab materials consumed, equipment and facilities maintenance, calibration, rental, lease, supervision, and travel to clinical sites for lab supervision.

**B. Materials fee**

Used to help cover costs of class materials typically including materials consumed or used in the teaching process, tools, software, manuals, equipment, protective gear or special clothing retained by students enrolled in a class. Includes disposal of hazardous materials. Copying expenses for specific instructional needs require additional justification and cannot include copying syllabi or exams.

**C. Learner Services fee**

Used to help cover cost of individual or small group instruction provided outside of a regularly scheduled class time, for example required or optional tutoring, recitation, private lessons, practicum, internships, or resource center support that is essential to student success in the course.

**D. Special Course fee**

Used to help cover exceptional costs associated with specific courses such as equipment, insurance, travel, contracted services, additional personnel required to maintain safety or to meet standards, background checks or other items essential to student success in the course. Includes electronic delivery expenses not covered by university distance fees.

Questions about the course fee process can be addressed to [Academic Affairs](#).