



Kenai Peninsula College

156 College Rd. Soldotna, AK 99669 ~ 907-262-0330 ~ www.kpc.alaska.edu ~ Fax: 970-262-0322

COURSE FEE REQUEST

Course Fee Request forms are completed by the faculty initiator/department and submitted through the Curriculum (CIM) System course proposal process here: <https://www.uaa.alaska.edu/academics/office-of-academic-affairs/curriculum/index.cshhtml>. 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. *For KPC local lab fee request increases or decreases, please submit this form through email to the department chair to begin the approval process.

Requests should provide thoughtful rationale for all course fees and should comply with University Regulation (<http://www.alaska.edu/bor/policy/05-10.pdf>) and the UAA Policy (<https://www.uaa.alaska.edu/academics/office-of-academic-affairs/documents/Course-Fee-Policy.pdf>).

COLLEGE/CAMPUS: _____ DEPARTMENT: _____

COURSE & TITLE: _____

IMPLEMENTATION YEAR: _____ IMPLEMENTATION SEMESTER: _____

COURSE FEE ACCOUNT: _____

Org.	Obj.	Fund
Org.	Obj.	Fund

Should this fee be applied to only this instructor's section of this course? YES NO YES NO

** If yes, provide in rationale box why this fee is different from other sections of the course* **this Course Fee Request part of a curriculum file being submitted through the Curriculum 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. Consider findings from your department's annual administrative review of course fees as well as student input.

Please list the materials/supplies used in this course (list each item separately).

A detailed description of category types can be found on page 2.

Category	Item	Instructional Use	Cost of Item

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

Please see page 2 for required signatures.

Required Signatures:

Department Chair* - <i>Please Print</i>	Department Chair* - <i>Please Sign</i>	Date
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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 Cheryl Siemers, Assistant Director for Academic Affairs, at cksiemers@alaska.edu.