

## Department Course Fee Request

Please complete and return to [business-affairs@potsdam.edu](mailto:business-affairs@potsdam.edu).

### Guidelines for Course Fees:

A fee may be charged for a course, or courses, that have extraordinary costs that meet the following criteria: this listing is not intended to be all-inclusive:

Special course supplies and materials where the student retains an end product of worth,

- Special and unique services provided by the course,
- Extraordinary costs associated directly with degree, diploma, or certificate program delivery
- Costs associated with a course specific to scientific chemicals, supplies and materials, modest equipment, and proper disposal of waste,
- The fee represents a financially significant savings to the student

Note that these fees are **not** permitted for routine materials (textbooks, etc.) and revenue from these fees may not be used to fund the cost of instruction, academic staff, or technicians.

Course Based Fees, including amounts, must be disclosed in campus publications used by students for degree, course, and area of study selection."

### Requestor Information

Instructor Name & Email:

Dean Name & Email:

Department Name & Telephone #:

Department IFR account number and name where fee is or will be deposited:

### Fee Information

Is this a new fee or change to existing fee?

Fee name:

Fee Description:

Semester for request:

Course ID(s) and Course Name(s):

Required for Graduation for a Major(s) or Minor(s) – if YES, please note which ones:

Annual number of students:

Fee requested if new: \$

Current fee if change: \$

Requested change in fee reduction: \$

Requested change in fee increase: \$

This fee meets the following criteria (please check appropriate box and explain in more detail on the Justification):

Results in a tangible end-product that is retained or consumed by student.

Results in significant savings for the student.

Mandatory elements of this course entail extraordinary costs.

Items are in compliance with fees, rentals, and other campus charges Policy 7804.

On a separate sheet, please form two lists:

The first list would be for any item that would be used/last more than one semester and include the following:

1. Detailed description of item
2. Cost per unit (initial or replacement value)
3. Longevity in years
4. Number of items purchased or in inventory
5. Average number of students using item
6. Total days item is used
7. Link to shopping cart
8. Why it is needed
9. If item is shared across courses, other course usage/share of costs needs to be transparent and reported along with request

The second list would be for consumables, meaning they will be used up in one semester or given to the students to take home and include the following:

1. Detailed description of item
2. Cost per unit
3. # of units needed
4. # of units/student
5. Link to shopping cart
6. Why it is needed

If Transportation is requested, please provide details:

- Campus Owned Vehicles
  - Current State rate (found on Procurement website)
  - Miles to and from locations
  - Number of vehicles
  - State Excel document for transportation cost comparison
- Rental Vehicles
  - Vehicle type
  - Dates of rental
  - Cost per day
  - State Excel document for transportation cost comparison

If Lodging is requested, please provide support for the pricing:

1. Invoice containing name, address, contact info, total length of stay and price per day
2. Total days for the trip

Fee Justification:

Is this a new course fee? If yes, please explain the need to establish the course fee, what has changed to require the new course fee, how does it benefit students?

If this is NOT a new course fee, describe what has changed that requires a change in the level of fee assessed.

Please explain why the course fee is required and provide some background information for the course itself.