

**Course Materials Fees**  
**Establishment and Budgetary Review**  
**For Academic Year 2018-19**

**COURSE MATERIALS FEE REQUEST**

The following information is required for the establishment of a new Course Materials Fee or adjustment of an existing Course Materials Fee:

Division:

Department:

Course Name:

Course Number:

Cross-Listed Course Number (if applicable):

Is this course: (Please check)  Required  Required for Certain Tracks  Elective

Department Contact (person to contact with questions)

Name:

Email:

Phone:

1. Which of the following does this request concern? (Please check)  
 Proposal of a new Course Materials Fee  
 Increase to an existing Course Materials Fee  
 Decrease to an existing Course Materials Fee

If change to existing fee, has the course name or number changed from the previously approved fee? Yes / No

If yes, please provide the course name and number associated with the previously approved fee.

2. What is the amount of the proposed fee?
3. If this is not a new fee, what is the currently approved fee? (Please refer to the published list at <http://planning.ucsc.edu/budget/miscfees.asp>) If the amount being charged is different than the published fee, please provide both the approved and actually charged amounts and describe why there is a discrepancy.

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4. Are there additional costs associated with this course such as textbooks/readers? If yes, please provide a range, based on source, such as used, online, rental, or new purchase. You may use the average price over the past few years.
5. If this is an existing fee, provide a brief description of the basis for the proposed change in the fee level.
6. What is the enhanced supplemental academic benefit to the student paying for the fees? Please see attached examples of possible ways to answer this question.
7. If this is 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.
8. Can students reasonably secure these materials elsewhere? If not, please describe why:
9. Is the fee mandatory for all students enrolled in the course: Yes / No
10. Fee Waivers may be granted as an exception. Please specify your Division's appeal process (this is required).
11. What is the disposition of quarterly/annual surpluses/deficits generated by this course?

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Dean's Approval

Date

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Examples of possible answers to Attachment 1 – Question 6.

6. What is the enhanced supplemental academic benefit to the student paying for the fees:  
**The course is built around the idea of giving students unique access to researchers and field projects. This experiential learning combined with the inquiry-based learning in their independent projects, make this course a proven stepping stone to graduate school.**
6. What is the enhanced supplemental academic benefit to the student paying for the fees:  
**Students perform eight organic chemistry experiments involving the fundamental principles of recrystallization, thin layer chromatography, basic extractions, purification and dehydration. Students learn the essential skills to operate gas chromatographs, infrared spectroscopy of samples/products, and ultra-violet lamps.**
6. What is the enhanced supplemental academic benefit to the student paying for the fees:  
**Fresh reagents purchased each year, esp. LDH, NADH, BSA, protein dyes and standards insure that students record optimum results and data. Students make all necessary solutions and buffers, thus increasing their knowledge and skills in a biochemistry lab. Students complete enzyme determination through assays, activity, extraction, purification and characterization using fresh bovine tissue.**
6. What is the enhanced supplemental academic benefit to the student paying for the fees:  
**Practical hands-on experience conducting surveys, collecting and analyzing data, and observing a variety of live marine mammals in their native habitats.**