

## Course Material Fee Proposal Form

The Course Material Fee form is available at: <https://nextbulletins.wayne.edu/miscadmin/>.

The Course Material Fee form is a free form that is not fully integrated with any other system (banner, the bulletin, etc.).

This form can be submitted as a supplement to a new course form or a course change form. The Course Material Fee form, however, will only be used as a record of requests for changes to fees.

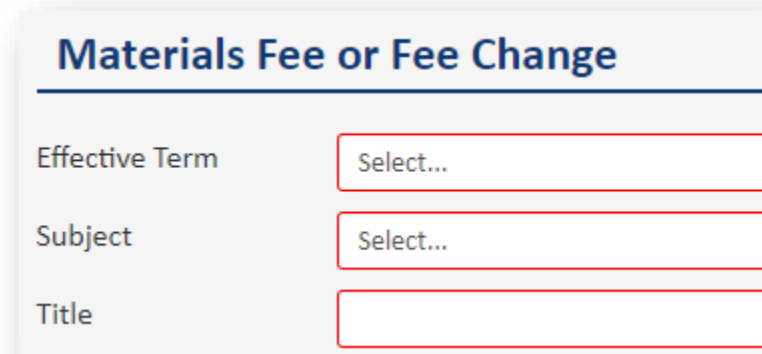
### Getting Started

Use the Search field to find active Course Material Fee proposals. You can also search for any proposals submitted for the 2019-20 Academic Year or later.

Use the New Proposal button to begin a new request.

### Form Overview

Fields surrounded by a red box are required.



The screenshot shows a form titled "Materials Fee or Fee Change". It contains three input fields, each with a red border indicating it is required:

- Effective Term: Select...
- Subject: Select...
- Title: (empty text box)

All Course Material Fee requests should use the Fall term of the corresponding Academic Year as the Effective Term.

The Equivalent field includes a course picker tool, allowing users to search for active equivalent courses. Use the bulletin to verify equivalent courses.

Current fee amounts are published in the bulletin.

Consult the provost's office instructions for requirements regarding projections and rationale.

The Supporting Documents field can be used to upload a syllabus and other supporting documents.

Use the Save Changes button to save your work. Or use the Start Workflow button to submit completed forms for approval.

## **Workflow**

The default workflow for all schools and colleges includes only the school/college dean's office and the provost's office.

For approvers, submitted Course Material Fee forms will appear in your normal CourseLeaf approval queue.

Customized workflows can be requested by contacting [courserecords@wayne.edu](mailto:courserecords@wayne.edu).