The following is guidance on how to request new, increased, or decreased Course Material Fees (CMF) -- due to Marlena Frontera (ag6461@wayne.edu) by January 8, 2018.

Course Material Fee requests over $100.00 must be approved by the President. All CMFs $100 and under must be approved by the Provost.

The WSU Board of Governors statute on these fees can be found at: http://bog.wayne.edu/code/2_74_07.php

All course forms referenced below can be found at: https://provost.wayne.edu/courses/course-forms

Steps:

1. For courses that are already approved:
   a. Fill out the CMF form for each course.
   b. Do not fill out the “change course” form.

2. For new course requests for which you also request a Course Material Fee:
   a. Fill out the New Course form.
   b. Fill out the Course Material Fee form.
   c. Attach a syllabus, which includes (among other things) Course Learning Outcomes/Objectives

3. For each course above in steps 1 and 2 (both approved and new courses), enter the relevant data by department into the spreadsheet sent to Deans and Chairs.
   a. The Excel column for “Materials to be Purchased” should be a condensed version of the more detailed data on requested purchases supplied on the CMF form.
   b. See the attached spreadsheet for “examples” on how to enter the data (delete this information before sending me your college/school data).

4. Send all of this information by department to me all at one time. Do not send me partial information followed by more information later.

Recall that these are “course” material fees. Thus, all students registered in the course (no matter how many sections) will need to pay this fee. Also, departments/colleges/ schools are not allowed to “make money” on such fees. For example, departments cannot charge more to students than the cost of the actual materials and “bank” the extra funds for future course use.

Any documentation you can supply on costs is helpful.

If you have any questions or concerns, please contact me.

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