



Office of the Provost

The following is guidance on how to request new, increased, or decreased Course Material Fees (CMF).

The deadline for submission is Wednesday, December 16, 2022.

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

WSU Board of Governors statute on Course Material Fees: <https://bog.wayne.edu/code/2-74-07>

Course and curriculum processes and procedures: <https://provost.wayne.edu/curriculum-management>

Steps:

- 1) For courses that are already approved:
 - a. Fill out the [Course Material Fee form](#) for each course. ([Instructions](#))
 - 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

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.

Course Material Fee Examples

Example 1: If you need to purchase lab materials for the course costing \$5,000 each time the course is taught, and you expect 100 students in the course (and assuming the department will not subsidize any of the course costs), you should request a CMF of \$50 ($\$5,000/100=\50). Departments can subsidize these fees to lower the costs to students.

Example 2: If you are purchasing materials for \$10,000 (e.g., tumbling mats) that you believe will last 5 years before needing to be replaced, and you expect to have approximately 100 students taking tumbling classes every year, and assuming the department will not subsidize the cost to students, you should request a CMF of \$20 ($\$10,000/5 \text{ years}=\$2,000/100 \text{ students} = \20). Departments can subsidize these fees to lower the costs to students.

Any documentation you can supply on costs is helpful, and supporting documents (including the syllabus) can be uploaded directly to the form.

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