**Governing Board approval** is needed for *all* course fees.To initiate the process, complete this fillable application (fields expand as necessary), obtain Department Chair signature and submit it to:

**PHOENIX COLLEGE**

**Course Fee Application**

**Vice President of Academic Affairs,** Administration Building Room 107

|  |
| --- |
| Required Information |
| **Request Date:** Click to select date. | **Requestor:** Enter Your Name Here | **Department:** Choose an item. |
| **Academic Year:** YYYY - YYYY | [ ]  **Fall**  | [ ]  **Spring**  |
| **Course #:** Enter Course # Here | **Course Title:** Enter Course Title Here |
| **Course Delivery:** Choose an item. | **Fee Item Type Description and Number:** Choose an item. |
|  |
| Campus ONLY Decrease Fee Adjustment Information |
| **Effective Term:** | [ ]  **Fall** YYYY **(year)** | [ ]  **Spring** YYYY **(year)** | **Course Delivery:** Choose an item. |
| **Current Amount:**  | **Decreased Amount:**  |
| **Rationale:** Enter Rationale Here |

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| --- |
| Required District Information |
| **Action To Be Taken:** | [ ]  **New** | [ ]  **Increase** | [ ]  **Eliminate** |  |
| **Current Fee**       | **Proposed Fee**       | **Projected Enrollment**       | **Projected Revenue**       (proposed fee x projected enrollment) |
| **What is the background of and rationale for the proposed course fee change? If an increased fee is proposed, provide details about increased costs of materials or supplies that justify raising the fee students will pay; i.e. cost before/revised cost and net dollar impact for the semester? If this is a new course (or an existing course with no fee currently), and you are proposing a fee, please explain what new or added resources justify the fee and how those resources will benefit students. When was the last time the fee was evaluated?** Enter Background Here |
| **How will the course fee help students advance their learning objectives? How will business and industry benefit from these changes? Explain how the new or increased fee directly benefits students. If the fee is the result of a revision to the course or program, explain how the changes benefit students. If this is a new course that replaces older course(s), please compare and explain the proposed fees with respect to fees charged for the course(s) being replaced. If industry-specific equipment/software please justify.** Enter Learning Objectives Here |
| **How will the fees be used? Please include information that would help a lay person understand and support the proposed fee. Please itemize how the fees will be used.** Enter Fee Usage Here  |
| **What specific supplies paid for with these fees (itemize below) will be used directly by students? Please note the materials/supplies items that students will retain after the course is completed.** Enter Supplies List Here  |

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| **Approval and Review Signatures** |
|  Department Chair: |  | Date: |
|  Academic Affairs: |  | Date: |
|  College President: |  | Date: |
|  Business Services: |  | Date: |
|  |  |  |

COURSE FEE APPLICATION STEPS/INSTRUCTIONS

1. Department Chair or Faculty completes Course Fee Application(s) – Faculty obtain Department Chair approval
2. Department Chair submits completed Course Fee Application(s) to Office of Academic Affairs
3. Office of Academic Affairs approves and submits Course Fee Application(s) to Office of College President
4. Office of College President approves and submits Course Fee Application (s) to College Office of Business Services
5. College Office of Business Services reviews and submits to Instructional Support Services
6. Instructional Support Services verifies Course Number, Title and Current Fee matches data currently in database and consults with Department Chair for clarification, if necessary
7. Instructional Support Services enters request via SIS Fee Proposal module; updates Course Fee spreadsheet.
8. Course fee report sent to Administration for review
9. After Governing Board approval, Instructional Support Services distributes updated Fee Report to Department Chair and Program Director/Coordinator.
10. Campus ONLY Adjustments are not GB approved; spreadsheet is updated to reflect when reduced fee was approved by college Administration.
11. For Courses considered “Simple Changes” Instructional Support Services will update the spreadsheet and distribute a revised report to Department Chair and Program Director

**Class Scheduling**

**COURSE FEE PROCESS FLOWCHART**

**Faculty**

**Requestor Submits Application to Chair**

**Department Chair**

**MCCCD Governing**

**Board Approval**

**Yes**

**No**

**District Business Services**

Approved Application(s) due to Instructional Support Services for encoding**:**

* **August\***

**(upcoming**

**Spring Term)**

**OR**

* **October\***

**(next academic year)**

Completion of encoding notification to VP of Administrative Services for submission to District Office

**Business Services**

**Review**

**Chair Submits Application to Academic Affairs**

**College President’s**

**Approval**

**VP Academic Affairs**

**Approval**

This flowchart represents the Course Fee Application Process steps for Phoenix College. Course Fee changes (new, increase, elimination) require Governing Board (GB) approval and are submitted bi-annually. August for upcoming Spring Term OR October for next academic year.

The Department Chair is the responsible agent for ensuring the correct Course Fee is applied to Classes. Changes must be submitted to pc-class-scheduling@phoenixcollege.edu.

\*Subject to change

**No**

**Department**

**Implementation**

**Faculty**

**Requestor Submits Application to Chair**