



## Course Fee Request /Modification

Course ID FIRT 1091 Course Title Driver/Operator-Aerial Apparatus  
 Department Fire Science Course Credit Hours 0 Fee Amount \$ 55.00  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) FTUB

For the Office of Business/Bursar Only:

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

Justification (Supporting documentation attached: ☐ Yes ☒ No)

Fire Science department is responsible for scheduling state certification exams for students successfully completing courses leading to state certifications by the Texas Commission on Fire Protection. State certification exam fees are collected at registration.

### Select What Type of Fee Request (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

\*Requires SVPCO and Board approval

### Select What Type of Fee (required)

- ☐ Course Lab Fee (≤ \$24)
- ☐ Course Special Fee (>\$24)
- ☒ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

Requestor:

Patricia M. Dunne  
 Associate Dean; Director Name/Signature

February 10, 2023  
 Date

Approvals:

Michelle Millen

Dean Name/Signature

2.7.2023

Date

Mark A. Smith

Provost Name/Signature

02/07/2023

Date

Julie Jones  
 Senior VP Campus Operations Name/Signature

2-8-2023

Date

### Instructions

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
2. Board determinations will be routed from Office of Campus Operations to Office of the Bursar, then to the respective dean.
3. Departments are responsible for any necessary fee entries in Banner at course section level.
4. The Office of the Bursar forwards approvals to the curriculum coordinator for Banner catalog input.

### Texas Education Code (TEC) Citations for Assessing Fees

TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...

TEC, Subchapter B.54.051(l): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction... TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected. TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

## Course Fee Request /Modification

**Course ID** ECRD 1211 **Course Title** Electrocardiography  
**Department** Health Professions **Course Credit Hours** 2 **Fee Amount \$** 24  
**Requested Implementation Date/Term** Fall 2023 **Fee Name\*** (i.e., TLAB Lab Fee) TLAB

**For the Office of Business/Bursar Only:**

**Detail Code/FOAPAL**

*\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.*

**Justification** (Supporting documentation attached: ☒ Yes ☐ No)

This is a new course added to the Electrocardiograph Technician Track in the Health Professions Degree in Fall 2021. Upon evaluation and tracking of consumable supplies utilized on a per student basis for this course (see attached list of items) we are recommending an increase in the lab fee charged for this course to cover the recurring costs.

**Select What Type of Fee Request** (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

*\*Requires SVPCO and Board approval*

**Select What Type of Fee** (required)

- ☒ Course Lab Fee ( ≤ \$24)
- ☐ Course Special Fee ( >\$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

**Requestor:**

**Juli Westcott**

Digitally signed by Juli Westcott  
Date: 2023.02.09 10:37:21 -06'00'

*Associate Dean; Director Name/Signature*

**Date**

**Approvals:**

Michelle Millen, MSCPM, RHIA

Digitally signed by Michelle Millen, MSCPM, RHIA  
Date: 2023.02.09 12:49:14 -06'00'

*Dean Name/Signature*

**Date**

**Mark Smith**

Digitally signed by Mark Smith  
Date: 2023.02.09 14:32:50 -06'00'

*Provost Name/Signature*

02/07/2023

**Date**

*Senior VP Campus Operations Name/Signature*

2/14/23  
**Date**

**Instructions**

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
2. Board determinations will be routed from Office of Campus Operations to Office of the Bursar, then to the respective dean.
3. Departments are responsible for any necessary fee entries in Banner at course section level.
4. The Office of the Bursar forwards approvals to the curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for Assessing Fees**

TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...  
 TEC, Subchapter B.54.051(I): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...  
 TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected. TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...



## Course Fee Request /Modification

Course ID NUPC 1320 Course Title Patient Care Technician/Assistant  
Department Health Professions Course Credit Hours 3 Fee Amount \$ 50  
Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

For the Office of Business/Bursar Only:

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

Justification (Supporting documentation attached: ☒ Yes ☐ No)

This is a new course added to the Patient Care Technician Track in the Health Professions Degree in Fall 2021. Upon evaluation and tracking of consumable supplies utilized on a per student basis for this course (see attached list of items) we are recommending an increase in the lab fee charged for this course to cover the recurring costs.

### Select What Type of Fee Request (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

\*Requires SVPCO and Board approval

### Select What Type of Fee (required)

- ☐ Course Lab Fee (≤ \$24)
- ☒ Course Special Fee (>\$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

Requestor:

Juli Westcott

Digitally signed by Juli Westcott  
Date: 2023.02.09 10:36:56 -06'00'

Associate Dean; Director Name/Signature

Date

Approvals:

Michelle Millen, MSCPM, RHIA

Digitally signed by Michelle Millen, MSCPM, RHIA  
Date: 2023.02.09 12:49:58 -06'00'

Dean Name/Signature

Date

Mark Smith

Digitally signed by Mark Smith  
Date: 2023.02.09 14:30:31 -06'00'

Provost Name/Signature

02/07/2023

Date

Senior VP Campus Operations Name/Signature

2/14/23  
Date

### Instructions

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
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4. The Office of the Bursar forwards approvals to the curriculum coordinator for Banner catalog input.

### Texas Education Code (TEC) Citations for Assessing Fees

TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...

TEC, Subchapter B.54.051(l): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction... TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected. TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

## Course Fee Request /Modification

Course ID PLAB 1323 Course Title Phlebotomy  
 Department Health Professions Course Credit Hours 3 Fee Amount \$ 50  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

**For the Office of Business/Bursar Only:**

**Detail Code/FOAPAL**

*\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.*

**Justification** (Supporting documentation attached: ☒ Yes ☐ No)

Upon evaluation and tracking of consumable supplies utilized on a per student basis for this course (see attached list of items) we are recommending an increase in the lab fee charged for this course to cover the recurring costs.

**Select What Type of Fee Request (required)**

- ☐ Original approval request\*  
☒ Change to existing fee amount\*  
☐ Course designation change (no fee change)  
☐ Fee Termination Notice

*\*Requires SVPCO and Board approval*

**Select What Type of Fee (required)**

- ☐ Course Lab Fee ( ≤ \$24)  
☒ Course Special Fee ( >\$24)  
☐ Pass-through Fee  
☐ Administrative Fee  
☐ Other (requires justification)

**Requestor:**

**Juli Westcott**

Digitally signed by Juli Westcott  
 Date: 2023.02.09 10:36:04 -06'00'

Associate Dean; Director Name/Signature

Date

**Approvals:**

Michelle Millen, MSCPM, RHIA

Digitally signed by Michelle Millen, MSCPM, RHIA  
 Date: 2023.02.09 12:50:40 -06'00'

Dean Name/Signature

Date

**Mark Smith**

Digitally signed by Mark Smith  
 Date: 2023.02.09 14:31:48 -06'00'

Provost Name/Signature

02/07/2023

Date

Senior VP Campus Operations Name/Signature

2-14-23  
Date

**Instructions**

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
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**TEC, Subchapter B.54.051(l):** Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction... **TEC, Subchapter E. 54.504:** Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected. **TEC, Chapter 130.084(b):** Fees necessary for efficient operation of the college...

## Course Fee Request /Modification

Course ID PTHA 1229 Course Title Applied Physical Principles  
 Department PTA Course Credit Hours 2 Fee Amount \$ \$24  
 Requested Implementation Date/Term 2023/Fall Fee Name\* (i.e., TLAB Lab Fee) Lab

**For the Office of Business/Bursar Only:**

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

**Justification** (Supporting documentation attached: ☐ Yes ☒ No)

The fee is needed to cover the cost of lab supplies used in the course.

**Select What Type of Fee Request** (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

\*Requires SVPCO and Board approval

**Select What Type of Fee** (required)

- ☒ Course Lab Fee ( ≤ \$24)
- ☐ Course Special Fee ( >\$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

**Requestor:**

**Michael Cox**

Digitally signed by Michael Cox  
Date: 2023.01.20 09:29:03 -06'00'

01/20/2023

Associate Dean; Director Name/Signature

Date

**Approvals:**

Michelle Millen, MSCPM, RHIA

Digitally signed by Michelle Millen, MSCPM, RHIA  
Date: 2023.02.06 15:15:42 -06'00'

Dean Name/Signature

Date

**Mark Smith**

Digitally signed by Mark Smith  
Date: 2023.02.06 16:13:18 -06'00'

02/06/2023

Provost Name/Signature

Date

  
Senior VP Campus Operations Name/Signature

2-8-23  
Date

**Instructions**

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
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3. Departments are responsible for any necessary fee entries in Banner at course section level.
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**Texas Education Code (TEC) Citations for Assessing Fees**

TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...  
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## Course Fee Request /Modification

Course ID PTHA 1405 Course Title Basic Patient Care Skills  
 Department PTA Course Credit Hours 4 Fee Amount \$ \$24  
 Requested Implementation Date/Term Fall/2023 Fee Name\* (i.e., TLAB Lab Fee) Lab

### For the Office of Business/Bursar Only:

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

Justification (Supporting documentation attached: ☐ Yes ☒ No)

The fee is needed to cover the cost of lab supplies used in the course.

### Select What Type of Fee Request (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

\*Requires SVPCO and Board approval

### Select What Type of Fee (required)

- ☒ Course Lab Fee ( ≤ \$24)
- ☐ Course Special Fee ( >\$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

### Requestor:

Michael Cox

Digitally signed by Michael Cox  
 Date: 2023.01.20 09:30:39 -06'00'

Associate Dean; Director Name/Signature

Date

### Approvals:

Michelle Millen, MSCPM, RHIA

Digitally signed by Michelle Millen, MSCPM, RHIA  
 Date: 2023.02.06 15:19:22 -06'00'

Dean Name/Signature

Date

Mark Smith

Digitally signed by Mark Smith  
 Date: 2023.02.06 16:14:01 -06'00'

Provost Name/Signature

02/06/2023

Date

Senior VP Campus Operations Name/Signature

2-8-23  
Date

### Instructions

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
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## Course Fee Request /Modification

Course ID VTHT 1245 Course Title Lab: Veterinary Radiology  
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 15.00  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

### For the Office of Business/Bursar Only:

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

**Justification** (Supporting documentation attached: ☐ Yes ☒ No)

Fee assessed will offset the cost of consumable lab supplies such as student dosimeter badges.

### Select What Type of Fee Request (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

\*Requires SVPCO and Board approval

### Select What Type of Fee (required)

- ☒ Course Lab Fee ( ≤ \$24)
- ☐ Course Special Fee ( > \$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

### Requestor:

Karina Taylor / Karina Taylor  
 Associate Dean; Director Name/Signature

1/24/23  
 Date

### Approvals:

[Signature]  
 Dean Name/Signature

1-27-23  
 Date

[Signature]  
 Provost Name/Signature

2.6.23  
 Date

[Signature]  
 Senior VP Campus Operations Name/Signature

2-8-23  
 Date

### Instructions

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
2. Board determinations will be routed from Office of Campus Operations to Office of the Bursar, then to the respective dean.
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### Texas Education Code (TEC) Citations for Assessing Fees

TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...  
 TEC, Subchapter B.54.051(l): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction... TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected. TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

## Course Fee Request /Modification

Course ID VTHT 1271 Course Title VTNE Prep  
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 45.00  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

**For the Office of Business/Bursar Only:**

**Detail Code/FOAPAL**

*\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.*

**Justification** (Supporting documentation attached: ☐ Yes ☒ No)

Fee assessed will offset the cost of the online VTNE Practice Test given in a simulated testing environment.

**Select What Type of Fee Request** (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

*\*Requires SVPCO and Board approval*

**Select What Type of Fee** (required)

- ☐ Course Lab Fee ( < \$24)
- ☐ Course Special Fee ( > \$24)
- ☒ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

**Requestor:**

Karing Taylor / Karing Taylor  
 Associate Dean; Director Name/Signature

1/24/23  
 Date

**Approvals:**

Dhe Babak  
 Dean Name/Signature

1-27-23  
 Date

Mary McKite  
 Provost Name/Signature

2-3-23  
 Date

Alley Jr  
 Senior VP Campus Operations Name/Signature

2-8-23  
 Date

**Instructions**

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
2. Board determinations will be routed from Office of Campus Operations to Office of the Bursar, then to the respective dean.
3. Departments are responsible for any necessary fee entries in Banner at course section level.
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**Texas Education Code (TEC) Citations for Assessing Fees**

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## Course Fee Request /Modification

Course ID VTHT 1313 Course Title Lab: Veterinary Anatomy and Physiology  
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 15.00  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

### For the Office of Business/Bursar Only:

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

**Justification** (Supporting documentation attached: ☐ Yes ☒ No)

Fee assessed will offset the cost of consumable products used in lab, including dissection specimens, waste disposal and equipment.

### Select What Type of Fee Request (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

\*Requires SVPCO and Board approval

### Select What Type of Fee (required)

- ☒ Course Lab Fee ( ≤ \$24)
- ☐ Course Special Fee ( >\$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

### Requestor:

Karina Taylor/Karina Taylor  
 Associate Dean; Director Name/Signature

1/24/23  
 Date

### Approvals:

Dale Boback  
 Dean Name/Signature

1-27-23  
 Date

Mary White  
 Provost Name/Signature

2-3-23  
 Date

Patricia Jones  
 Senior VP Campus Operations Name/Signature

2-8-23  
 Date

### Instructions

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
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## Course Fee Request /Modification

Course ID VTHT 1341 Course Title Lab: Anesthesia and Surgical Assistance  
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 24.00  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

**For the Office of Business/Bursar Only:**

Detail Code/FOAPAL

\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.

**Justification** (Supporting documentation attached: ☐ Yes ☒ No)

Fee assessed will offset the cost of consumable products used in lab, waste disposal and equipment.

**Select What Type of Fee Request** (required)

- ☒ Original approval request\*  
☐ Change to existing fee amount\*  
☐ Course designation change (no fee change)  
☐ Fee Termination Notice

\*Requires SVPCO and Board approval

**Select What Type of Fee** (required)

- ☒ Course Lab Fee ( ≤ \$24)  
☐ Course Special Fee ( >\$24)  
☐ Pass-through Fee  
☐ Administrative Fee  
☐ Other (requires justification)

**Requestor:**

Karina Taylor / Kim Taylor  
 Associate Dean; Director Name/Signature

11/26/23  
 Date

**Approvals:**

Dan Portel  
 Dean Name/Signature

1-27-23  
 Date

Mary White  
 Provost Name/Signature

2-3-23  
 Date

Stacy Jones  
 Senior VP Campus Operations Name/Signature

2-8-23  
 Date

**Instructions**

1. Complete the requested information; obtain all campus signatures, then submit to the Senior VP of Campus Operations for final approval and submission to the Collin College Board of Trustees (Board).
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## Course Fee Request /Modification

Course ID VTHT 2439 Course Title Lab: Vet Nursing Care Lab  
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 24.00  
 Requested Implementation Date/Term Fall 2023 Fee Name\* (i.e., TLAB Lab Fee) TLAB

**For the Office of Business/Bursar Only:**

**Detail Code/FOAPAL**

*\*TBD indicates a new program awaiting a code assignment from the Office of Bursar.*

**Justification** (Supporting documentation attached: ☐ Yes ☒ No)

Fee assessed will offset the costs of consumable products used in lab, waste disposal and equipment.

**Select What Type of Fee Request** (required)

- ☒ Original approval request\*
- ☐ Change to existing fee amount\*
- ☐ Course designation change (no fee change)
- ☐ Fee Termination Notice

*\*Requires SVPCO and Board approval*

**Select What Type of Fee** (required)

- ☒ Course Lab Fee ( ≤ \$24)
- ☐ Course Special Fee ( >\$24)
- ☐ Pass-through Fee
- ☐ Administrative Fee
- ☐ Other (requires justification)

**Requestor:**

Karina Taylor / Kim Thayer  
 Associate Dean; Director Name/Signature

1/24/23  
 Date

**Approvals:**

John B. Bask  
 Dean Name/Signature

1-27-23  
 Date

Mary M. Rite  
 Provost Name/Signature

2-3-23  
 Date

Thayer Jr  
 Senior VP Campus Operations Name/Signature

2-8-23  
 Date

**Instructions**

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TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...  
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