



Course Fee Request /Modification

Course ID IMED 2311 Course Title Portfolio Development
 Department Communication Design Course Credit Hours 3 Fee Amount \$ 15
 Requested Implementation Date/Term Spring 2024 Fee Name* (i.e., TLAB Lab Fee) TLAB Fee

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)
 IMED 2311 is a recent course addition to the Communication Design UXUI track. The requested fee is necessary to offset costs associated with licensing fees for the computer software 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:

Alexis Bohanna 05/15/2023
 Associate Dean; Director Name/Signature Date

Approvals:

[Signature] 05/15/2023
 Dean Name/Signature Date

Mary Barnes-Tilley 05/15/2023
 Provost Name/Signature Date

[Signature] 5/17/23
 Senior VP Campus Operations Name/Signature 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 VTHT 1301 Course Title Lab: Intro to Veterinary Technology
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 15.00
 Requested Implementation Date/Term Spring 2024 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)
 Increase current fee from \$10.00 to \$15.00
 Fees assessed will offset the cost of consumable lab supplies.

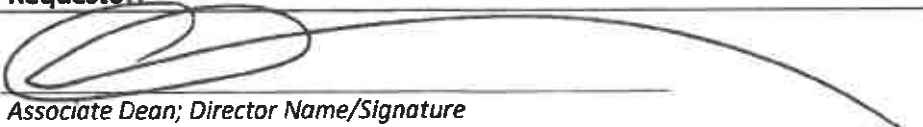
Select What Type of Fee Request (required)

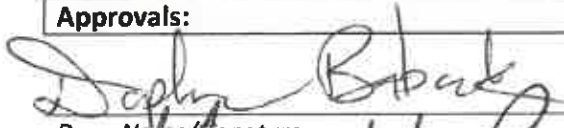
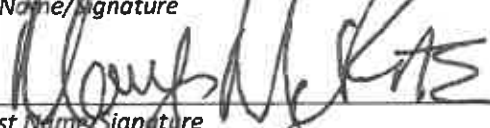
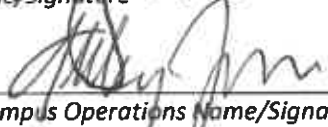
- Original approval request*
- Change to existing fee amount*
- Course designation change (no fee change)
- Fee Termination Notice

*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:

 Associate Dean; Director Name/Signature _____ Date 7/20/2023

Approvals:

 Dean Name/Signature _____ Date 7-20-2023

 Provost Name/Signature _____ Date 7.20.23

 Senior VP Campus Operations Name/Signature _____ Date 8-3-23

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 8.54.051(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 2213 Course Title Lab: Lab Animal Clinical Management
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 15.00
 Requested Implementation Date/Term Spring 2024 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.

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:

Digitally signed by Catherine Pfent
 Date: 2023.07.13 11:19:40 -05'00'

07/13/2023

Associate Dean, Director Name/Signature

Date

Approvals:

Daphne Babcock

Digitally signed by Daphne Babcock
 Date: 2023.07.13 12:46:05 -05'00'

07/13/2023

Dean Name/Signature

Date

7.13.23

Provost Name/Signature

Date

8-3-23

Senior VP Campus Operations Name/Signature

Date

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Course Fee Request /Modification

Course ID VTHT 2323 Course Title _____ Lab: Clin Path 1 Lab
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 15.00
 Requested Implementation Date/Term Spring 2024 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.

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:

Digitally signed by Catherine Pfent
 Date: 2023.07.13 11:20:01 -05'00'

07/13/2023

Associate Dean; Director Name/Signature

Date

Approvals:

Daphne Babcock

Digitally signed by Daphne Babcock
 Date: 2023.07.13 12:47:35 -05'00'

07/13/2023

Dean Name/Signature

Date

7.13.23

Provost Name/Signature

Date

8/3/23

Senior VP Campus Operations Name/Signature

Date

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Course Fee Request /Modification

Course ID VTHT 2331 Course Title _____ Lab: Clinical Path II Lab
 Department VET TECH Course Credit Hours 0 Fee Amount \$ 15.00
 Requested Implementation Date/Term Spring 2024 Fee Name* (i.e., TLAB Lab Fee) TLAB

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Justification (Supporting documentation attached: Yes No)
 Fee assessed will offset the costs of consumable products used in lab.

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:

Digitally signed by Catherine Pfent
Date: 2023.07.13 11:20:14 -05'00'

07/13/2023

Associate Dean; Director Name/Signature

Date

Approvals:

Daphne Babcock

Digitally signed by Daphne Babcock
Date: 2023.07.13 11:50:32 -05'00'

07/13/2023

Dean Name/Signature

Date

7.13.23

Provost Name/Signature

Date

8/23/23

Senior VP Campus Operations Name/Signature

Date

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