

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1371 - Intro to Emergency Medical Technician

Fee Name: Lab Fee

Fee Amount: \$15

Detail Code/FOAPAL: _____

Requested Implementation Date or Term: Spring 2022

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

Lab fee to cover certification testing and course materials.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock
Date: 2021.09.20 15:57:52 -05'00'

Requestor: Director or Associate Dean's Name/Signature

_____ Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 16:03:44 -05'00'

Approver: Dean's Name/Signature

_____ Date

Mark Smith Digitally signed by Mark Smith
Date: 2021.09.20 16:10:03 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

_____ Date

Ashley [Signature]

9/20/2021

Approver: Vice President's Name/Signature

_____ Date

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to 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...

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1438 - Introduction to Advanced Practice

Fee Name: Lab fee

Fee Amount: \$15.00

Detail Code/FOAPAL: _____
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Lab fee to cover certification testing and course materials.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock
Date: 2021.09.20 14:27:12 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 15:02:55 -05'00'

Approver: Dean's Name/Signature

Date

Mark Smith Digitally signed by Mark Smith
Date: 2021.09.20 15:22:09 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date

Atley Jones

9/20/21

Approver: Vice President's Name/Signature

Date

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1438 Introduction to Advanced Practice

Fee Name: Special Course Fee

Fee Amount: \$0.00

Detail Code/FOAPAL: _____
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Terminating software package used during COVID to compensate for limited field exposure. The fee was \$70.00.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock
Date: 2021.09.20 15:06:43 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 15:10:54 -05'00'

Approver: Dean's Name/Signature

Date

Mark Smith Digitally signed by Mark Smith
Date: 2021.09.20 15:22:49 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date



9/20/2021

Approver: Vice President's Name/Signature

Date

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1438 Introduction to Advanced Practice

Fee Name: Special Course Fee

Fee Amount: 0.00

Detail Code/FOAPAL: _____
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Terminating software package used for clinical experience capture. The fee was \$85.00

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock
Date: 2021.09.20 15:57:26 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 16:02:46 -05'00'

Approver: Dean's Name/Signature

Date

Mark Smith Digitally signed by Mark Smith
Date: 2021.09.20 16:07:27 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date


Approver: Vice President's Name/Signature

9/20/2021
Date

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1438 - Introduction to Advanced Practice

Fee Name: Special Course Fee

Fee Amount: \$160.00

Detail Code/FOAPAL: _____
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Change in software to accurately capture lab and clinical experiences for certification eligibility.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock
Date: 2021.09.20 15:58:21 -05'00'

Requestor: Director or Associate Dean's Name/Signature _____ Date _____

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 16:00:29 -05'00'

Approver: Dean's Name/Signature _____ Date _____

Mark Smith Digitally signed by Mark Smith
Date: 2021.09.20 16:06:17 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature _____ Date _____

Haley Jones Digitally signed by Haley Jones
Date: 2021.09.20 16:06:17 -05'00'

9/20/21

Approver: Vice President's Name/Signature _____ Date _____

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1501 Emergency Medical Technician

Fee Name: Special Course Fee

Fee Amount: \$0.00

Detail Code/FOAPAL: _____
assigned by Business/Bursar Office

Requested Implementation Date or Term: Spring 2022

Justification for fee (attach applicable supporting documentation):

Software is no longer used in this class. Requesting termination of the \$30.00 fee.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock Digitally signed by Tim Mock
Date: 2021.09.20 14:25:41 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 15:08:08 -05'00'

Approver: Dean's Name/Signature

Date

Mark Smith Digitally signed by Mark Smith
Date: 2021.09.20 15:23:26 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date

Ashley
Approver: Vice President's Name/Signature

9/20/21
Date

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP 1371 - Intro to EMT

Fee Name: Special Course Fee

Fee Amount: \$67.00

Detail Code/FOAPAL: _____

Requested Implementation Date or Term: Spring 2022

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

The course will be using new software to capture lab activities as well as clinical experiences.

Select one from each list below:

Original approval request (requires VP and Board approval):

Change to existing fee amount (requires VP Board approval):

Course Designation Change (no fee change):

Fee Termination Notice:

Select one from list below:

This is a course lab fee (<\$24):

This is a course special fee (>\$24):

This is a pass-through fee:

This is an administrative fee:

Other (explain in justification block):

Approvals:

Tim Mock

Digitally signed by Tim Mock
Date: 2021.09.20 14:28:06 -05'00'

Requestor: Director or Associate Dean's Name/Signature

Date

Michelle Millen, MSCPM, RHIA Digitally signed by Michelle Millen, MSCPM, RHIA
Date: 2021.09.20 15:01:22 -05'00'

Approver: Dean's Name/Signature

Date

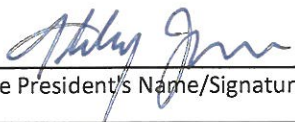
Mark Smith

Digitally signed by Mark Smith
Date: 2021.09.20 15:19:33 -05'00'

09/20/2021

Approver: Provost/Associate Vice President's Name/Signature

Date



9/20/21

Approver: Vice President's Name/Signature

Date

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

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TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: NURS 4345

Fee Name: FINS FEE (LIABILITY INSURANCE)

Fee Amount: \$11

Detail Code/FOAPAL: _____

Requested Implementation Date or Term: SPRING 2022 assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

Liability insurance fee for clinical.

Select one from each list below:

Original approval request (requires VP and Board approval):

Change to existing fee amount (requires VP Board approval):

Course Designation Change (no fee change):

Fee Termination Notice:

Select one from list below:

This is a course lab fee (<\$24):

This is a course special fee (>\$24):

This is a pass-through fee:

This is an administrative fee:

Other (explain in justification block):

Approvals:

[Signature]
Requestor: Director or Associate Dean's Name/Signature

7/9/21
Date

[Signature]
Approver: Dean's Name/Signature

7-12-2021
Date

[Signature]
Approver: Provost/Associate Vice President's Name/Signature

7/12/21
Date

[Signature]
Approver: Vice President's Name/Signature

8/19/21
Date

Instructions: Complete all requested information, including detailed cost justification, and route for approving signatures. (Attach a second page, if needed.) Vice President/Provosts are to submit this form, once approved, to the Office of the Senior Vice President of Campus Operations.

Note: Requests for new or modified fees will be submitted to the Board of Trustees for approval by the Office of the Senior Vice President of Campus Operations. The Office of the Bursar will receive all requests, once approved. Departments are responsible for any necessary fee entries in Banner at the course section level. The Office of Bursar forwards approvals to the curriculum coordinator for Banner catalog input.

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