**Guidelines to Complete the Proposal:**

1. Any fee changes are subject to the CMF process and must be submitted using the form below.
2. **If you have more than one proposal, please fill out additional forms and submit them separately.**
3. There is a new section that requires you to enter both the revenue and expense COAs. The COA information can be provided by your department FAO.
4. Prior to submitting your proposals, please ensure you have proper documentation of the student notice and consultation process. **For new fees or significant fee changes, it is recommended to provide student feedback using written surveys to accurately capture student input.**
5. Please confirm all course information within the course catalog prior to submission to avoid any delays.
6. **If students are required to pay third-party vendors for materials, departments must establish a CMF to cover these costs. This applies to subscriptions, digital content, and any other materials that incur costs, ensuring equitable access for all students.**

**Process Steps (High-Level View):**

1. The program/department FAO, in coordination with Faculty, completes the CMF Application form and submits it to FP&A for review.
2. FP&A presents the proposal to the Chancellor for approval.
3. FP&A notifies the Registrar and SBS of the new CMF.
4. Registrar requests that SBS develop codes to attach to applicable classes.
5. Registrar adds CMF codes to the summer fee table and tests for accuracy.

**Additional Information:**

* CMF course names and titles must match the Office of the Registrar’s records.
* The Registrar’s Office requires the department to specify an activity (Lab, Seminar, Studio, etc.) associated with each class.
* The proposed fee per student cannot exceed the expense per student.
* Departments must ensure the valid combination of COAs for CMF courses, noting that BANNER restricts one COA per subject.
* Review CMF policy, especially regarding unallowable costs (e.g., salaries for Teaching Assistants, facility provisions).
* **Ensure any third-party materials or subscriptions required for a course are processed through the CMF to provide consistent access.**
* **UCOP’s Financial Aid policy requires a 25% financial aid set-aside. Please include this to any new CMF or increases to existing CMFs. FP&A may adjust the amount to comply with Banner limitations, but you will be consulted prior to moving forward with the approval.**

**Course Material and Services Fee Proposal**

Course Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [**Official Course Name**](https://registrar.ucr.edu/registering/catalog)  **(click here to copy from UCR Catalog)** | **Course #**  **(copy from UCR Catalog)** | **Cross-listed**  **(Y or N) If Y, then confirm this is the Primary course** | **# of Lab / Sections** | **Specify Class Activity for Registrar**  **(Lab, Seminar, Studio, Workshop, Lec, etc.)** |
|  |  |  |  |  |

\* *Note that all cross-listed courses are charged the CMSF, but only the Primary course can develop or change the CMSF.*

Department Contact Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School / College** | **Dept / Unit / Program** | **Dept Contact** | **Email Address** | **Phone Number** |
|  |  |  |  |  |

Proposed Fee:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Cost per Student to Dept** | **Estimated Students to charge** | **Total Revenue Increase to Dept** | **Total Financial Aid set-aside (25% goal)** | **Fee to Student (Dept portion plus FinAid)** |
| *Example of New* | *$9.00* | *50* | *$450* | *$3.00* | *$12.00* |
| *Example of increase* | *$30.00*  *(prior was $20.00 with no FinAid)* | *150* | *$1,500* | *$4.00* | *$34.00* |
| **Prior CMF**  *(if applicable)* |  |  |  |  |  |
| **Proposed CMF** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **COA Details:**  *(Request from Dept FAO)* | **Fund Number** | **Department Activity** |
|  |  |

1. **What materials/services will be funded by the new/increased student fee? Please include an itemized list of the materials/services that will be covered by the fee.**

1. **Why is it proposed that the students pay an additional fee to cover the costs identified in #1 and identify any other alternatives considered before the decision to establish a new or increased student fee?**

COURSE MATERIALS & SERVICES FEES — RENEWAL CERTIFICATE

Certification: The annual fee revenue for the above Course Materials Fee does not create a deficit or surplus in excess of 8% of the original budget.

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Department Chair Signature Date