

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:



Melanie. Poudevigne

8/29/2015

Signature

Printed Name

Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA



Signature

College Dean (if applicable)



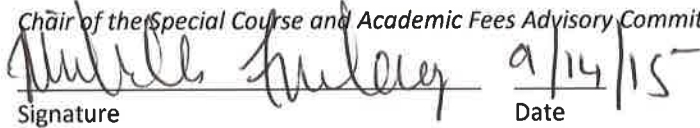
Signature

9/1/15
Date

9/1/15
Date

By signing you are indicating that you agree to this fee

Chair of the Special Course and Academic Fees Advisory Committee:



Signature

Date

Provost

Signature

Date

President

Signature

Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Comments: The HFMG 3970, 4970 + 4999 are not collected in your fee account. Those are collected directly from students and go into an agency account. you don't need to have those reviewed (according to Scott). The ~~other~~ fees do not require BOR approval since they are course material fees. The committee approved your fees.

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Date of Application: 8/29/2015

College/Department: College of Health/ Health & Fitness Management

Fee Name: HFMG Lab Fee

Choose one of the following:

- Newly proposed fee Existing fee that will change
(increase/decrease/eliminate) X Reapplication of an existing fee
that will not change
- Indicate which situation applies

Choose one:

- Academic Program Fee X Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

Existing Lab fees are as follows:
HFMG 2110: First Aid & CPR (\$47)
HFMG 3101: Kinesiology (\$35)
HFMG 3130: Principles of Fitness (\$35)
HFMG 3140: Exercise Testing & Prescription (\$35)
HFMG 3970: Practicum in HFMG (\$18.75 Insurance)
HFMG 4970: Internship in HFMG (\$18.75 Ins.)
HFMG 4999: HFMG Capstone (\$18.75 Ins.)
HFMG 3121: Injury Prevention (\$35)

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 340 Students Fee amount per student: See table above

Annual Revenue: \$12500

Do all students in each of these courses have to pay the course fee? YES (if not, explain who will pay the fee)

Mandatory Narrative:

Background: In an effort to consolidate the HFMG program following the budget cuts in 2009 and the lack of any existing supplies' budget for the HFMG program, the following proposal was reviewed and accepted by the leadership. The academic laboratory/material fees have been addressing the enclosed set of recommendations and adjustments since FY2009/2010. The HFMG 2110 lab fees were increased by 12 dollars in 2013 to cover the cost of the increased fees to purchase certification cards from the American Heart Association and the American Red Cross. The recommendation was as follows:

The University recommended the creation of an academic laboratory/material fee for consumables and instructional materials that are specific to a particular course (or major) that did not receive any financial support from the University. The CSU leadership continues to support excellence, to provide comprehensive procedures, and is consistent without sacrificing efficiency and flexibility. The proposed fees were presented to and approved by CAPC (current UCC committee) with a spreadsheet of required materials to support the recommended annual academic laboratory and material fees. Each year, the HFMG labs have to offer a learning environment with

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supplies in adequate amount and function as well as replenish consumables. Without the existence of the current lab fees, the laboratories in HFMG would not be able to operate.

HFMG 2110 First Aid and CPR Course fee

Approval of \$47 per semester

Purpose: To cover the cost for supplies, consumables, new equipment and software purchase. To cover the cost of certified cards necessary for First aid and CPR from the American Heart Association and Red Cross organization

Justification: This lab course provides students with two certification cards and utilizes hands-on student learning and as a result, it requires significant material/supplies' input. Each section uses separate labs that require materials and supplies to be used by students and not retained afterwards; therefore, they must be disposed.

HFMG 3101 Kinesiology course fee:

Approval of \$35 per semester

Purpose: To cover the cost for supplies, consumables, new equipment and software update or new station purchase.

Justification: This lab course utilizes hands-on student learning and as a result, requires significant material input. Each section uses separate labs that require equipment and supplies to be used by students and need to be purchased and maintained. The BIOPAC software needs to be updated regularly to remain up to date.

HFMG 3121 Injury Prevention & Rehabilitation Course Fee:

Approval of \$35 per semester

Purpose: To cover the cost for supplies, consumables, new equipment and software purchase.

Justification: This lab course utilizes hands-on student learning and as a result, requires significant material input. Each section uses separate labs that require materials and supplies to be used by students and not retained afterwards; therefore, they must be disposed. The pieces of equipment also need to be purchased and replenished regularly.

HFMG 3130 Principles of Fitness across Populations Course Fee:

Approval of \$35 per semester

Purpose: To cover the cost for supplies, consumables, new equipment and software purchase.

Justification: This lab course utilizes hands-on student learning and as a result, requires significant material input. Each section uses separate labs that require equipment and supplies to be used by students and need to be purchased and new equipment is often purchased to keep up with the ever changing fitness field requirements.

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HFMG 3140 Exercise Testing and Prescription Course Fee:

Approval of \$35 per semester

Purpose: To cover the cost for supplies, consumables, new equipment and software purchase.

Justification: This lab course utilizes hands-on student learning and as a result, requires significant material input. Each section uses separate labs that require materials and supplies to be used by students and not retained afterwards; therefore, they must be disposed. The pieces of equipment also need to be purchased and maintained.

HFMG 3970 (Practicum)/ HFMG 4970 (Internship)/ HFMG 4999 (Capstone)

Approval of \$18.75 per semester

Justification: These courses require a liability fee to be paid by each student so that they can work directly with the community and propose innovative hands-on experiences to the community. The Clayton State University Leadership provides the program with the fee structure (cost can vary according to the insurance premium each semester) and the bursar is expected to collect the fee at registration in order for each students to be legally covered in case of any adverse events.

Closing Statement

The HFMG program is in need of basic equipment [consumables (lungs, alcohol pads, electrodes etc.), resistance, exercise equipment, measuring devices] for the teaching lab and a liability insurance for courses with hands on components. The equipment and consumables will be accounted for, by the program accreditation team that will come to campus in 2016. There is no program fee in HFMG.