

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:


Signature

Dennis A. H. de
Printed Name

9/23/19
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

College Dean (if applicable)

Signature

Date


Signature

9/23/19
Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:


Signature

Nov 1, 2019
Date

Provost


kevinemmitt@clayton.edu kevinemmitt@clayton.edu (Nov 1, 2019)

Signature

Nov 1, 2019
Date

President



Signature

Nov 1, 2019
Date

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

Fund	Department	Program	Class	Accounts

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Teacher Education Practicum Fee	<p><i>Review Comments:</i> The committee felt that the fee was managed well and spent appropriately.</p> <p><i>Application Comments:</i> The committee approved the fee application for FY 21. No appeal required</p>	<p>FY19: \$300/course FY 20: \$300/course FY 21: \$300/course</p>	Yes

Special Course and Academic Program Fee

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Date of Application: September 23, 2019

College/Department: Teacher Education

Fee Name: Teacher Education Practicum Fee

Choose one of the following:

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

Choose one:

- Academic Program Fee 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:

EDUC 4740: Elementary Ed Practicum
EDUC 4710: Middle Level Internship I
EDUC 4725: Secondary Internship
EDUC 5102: MAT Practicum
MUSC 4930: Student Teaching

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: 50 Fee amount per student: \$300 Annual Revenue: \$15,000

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

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program) Each semester the student is enrolled in the program Once per year
Is summer term included? _____ Which semester? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

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This fee is added to each Teacher Education student's practicum course during the fall semester of senior year. We are requesting that the fee be required again as an additional course material in FY 2020. This will allow the Department of Teacher Education to obtain vouchers to be used to purchase an Educator Teacher Performance Assessment (EdTPA) package for each student at a cost of \$300 per student. EdTPA is a state requirement for all prospective teachers in Georgia and must be purchased and completed prior to a teacher receiving certification. The \$300 cost of EdTPA is each student's responsibility; however, to expedite this process and be sure that each student has purchased EdTPA prior to beginning his or her senior year, the department is requesting the fee be added for each internship course. This guarantees that each student will be prepared with EdTPA materials prior to attending classes and seminars which require EdTPA participation.










TE Application

Final Audit Report

2019-11-01

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