Name of Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Criteria** | **Yes or no** | **Comments** |
| The fee falls into the category of laboratory fee or supplemental course material fee (SCMF) and would not require BOR approval (see notes below about the BOR definition of a SCMF).  |  |  |

Score ranges from 1-5 where five indicates highly meets the criteria and one indicates the criteria is certainly not met.

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| --- | --- | --- |
| **Criteria** | **Score** | **Comments** |
| The use of the fees appear appropriate for the course and activities.  |  |  |
| The fee amount and expected revenue appear appropriate for their purpose. |  |  |
| The benefit to the students outweigh the burden of the cost to the students.  |  |  |
| The program’s department/college budget could not and do not support the activities for which the fee was proposed.  |  |  |
| There are no other fees that cover the same expenses proposed by this program or course fee. |  |  |

Do you approve the fee as-is?

If not, do you feel that there should be any adjustments to the proposed fee structure that would convince you to approve it? Should it be decreased or increased? Should they remove certain items that simply cannot be purchased with fee money? Are there any courses that should not pay the fee (if it is a course fee)?

Do you have any other recommendations about this fee proposal? Please explain your rationale.