

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Material and Supply Fees
FPU Policy Number: FPU-4.0013P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: February 23, 2015
Date Revised:
Responsible Division/Department: President
Initiating Authority: Dr. Ghazi Darkazalli, Provost and Executive Vice President

- A. APPLICABILITY:** This policy applies to all faculty requesting that students be charged material and supply fees in the related courses.
- B. POLICY STATEMENT:** The President must approve any Material and Supply Fees prior to the students being charged for such. Material and Supply Fees may not exceed the amount necessary to offset the cost of materials or supplies which are consumed by the student in the course of the instructional activities, excluding the cost of equipment and equipment repairs and maintenance. New or revised Material and Supply Fees may only be implemented if approved using the procedures provided below.
- C. PROCEDURES:**
1. Faculty initiates a new or revised Material and Supply Fee in Curriculog by submitting the Material and Supply Fees Request Form (“request”) and providing the information related to the course, the type of materials or supplies which will be consumed by students while taking the course, the cost of the materials or supplies, and the recommended fee to be charged to each student for such materials or supplies with justification.
 2. The Program Area Coordinator will review the request and information submitted and approve or reject the request or request more information from the Initiator in order to make a decision.
 3. If the Program Area Coordinator approves the request, the University Curriculum Committee will review the request and information submitted and approve or reject the request or request more information from the Program Area Coordinator.
 4. If the University Curriculum Committee approves the request, the Provost or designee will review the request and information submitted and approve or reject the request or request more information from the Initiator in order to make a decision.
 5. If the Provost or designee approves the request, the Assistant Vice President of Finance or designee will review the request and information submitted and approve or reject the request or request more information from the Initiator in order to make a decision.

6. If the Assistant Vice President of Finance or designee approves the request, the University President will review the request and information submitted and approve or reject the request, or request more information from the Initiator in order to make a decision.
7. Once the President approves the request, the University Registrar will include the course and fee in the Course Offerings List, The Director of Curriculum and Programs will include the material and supply fee in the course syllabus and the course description published in the catalog.
8. Material and Supply Fee requests must be submitted by the appropriate deadline to allow time for the approval process and inclusion in the Schedule of Courses, Syllabus, and catalog. New or revised fees are valid for the academic year beginning with the fall semester. Thereafter, existing Material and Supply Fees will be reviewed by the President or designee on an annual basis.

POLICY APPROVAL	
Policy No.: FPU-4.0013P	
_____	_____
Initiating Authority	Date
_____	_____
Policies and Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
_____	_____
Approved by FPU BOT, if required	Date
<p>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</p>	

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