

TEXAS TECH UNIVERSITY

ADIA FEE REQUEST

Definition: Academic Department Instructional Assessment Fee: (Per Semester Credit Hour)

This fee provides funds for all aspects of academic department instructional expense and is used to enhance academic excellence at Texas Tech. This fee shall be used to support academic instructional activities of the classroom. This fee should not be charged to online learning or distance education courses. This fee is not less than \$3.00 but not more than \$45.00 per semester credit hour. The fee established shall be determined and approved under a policy established by the administration.

Instructions:

1. Complete the form and obtain the signature of the department dean.
2. Return the form to the Office of the Provost for approval.
3. Student Business Services will email a confirmation to the department when it has been entered in the system.
4. If your request is not approved, the form will be returned to the department chairperson.
5. Please attach an account summary and justification.

This fee will be applied to all courses and sections that meet the stated criteria.

Each change in fee amount represents a charge to a different student population or cost of instruction and, therefore, must be assigned a separate detail code and FOP for proper expense management.

FEE INFORMATION:

1. **NEW FEE or FEE INCREASE** (circle one)
2. **Dept**
3. **Course Subject** (eg MUSI)
4. **Campus Code** (eg TLB)
5. **Level** (eg UG, GRAD)
6. **Requested Amount:**
7. **Justification Narrative** (attach additional documentation if necessary):
 - a. Describe the proposed use of funds generated from this fee.
 - b. Justify the cost per student credit hour for the service provided by this fee.

BUDGET INFORMATION (Where the funds from this fee are deposited)

Department Name: _____

FOP: 16C _____ - _____ - _____

FOP must be provided for fee set up. Incomplete forms will be returned to department chairperson.

Fund Manager: _____

Department Chair (signature)

Date

Department Chair E-mail

Dean (signature)

Date

Provost (signature)

Date