

SPECIAL COURSE FEE APPROVAL FORM

1 BASIC COURSE INFORMATION

College: _____ Subject: _____ Course #: _____

Effective Term: _____ Course Title: _____

2 ACTION

New Fee Change in existing fee Delete Fee

- Is this a Computer Fee? Yes No
- If yes, please check high or low amount and go to Step 4.
 _____ High: \$22.00 _____ Low: \$15.00

3 Please answer the following questions (if this fee is not a computer fee).

1. How many students per year will this fee affect? _____
2. Number of credit hours per year? _____
3. Amount of annual revenue anticipated from this fee? _____

4. To which FOPAL account number will this fee be allocated:

Fund Organization Account Program

5. Name of fee: _____
6. Amount of fee. \$_____ Fixed fee or per credit hour? _____
7. Please provide a short justification for new fee:

4 Recommended by:

Department Chair:	Signature: _____	Date: _____
College Dean:	_____	_____
Chair of Academic Affairs Committee:	_____	_____
Senior Vice President for Academic Affairs:	_____	_____

5 Approval by President:

Signature: _____ Date: _____

Student Accounting Use Only

Date: _____ By: _____	Catalog: _____ Schedule: _____
	Signed copies sent to: Academic Affairs: _____ Registrar: _____

09-21-05

FORM INSTRUCTIONS:

- 1** College: Enter the two-character college code.
 Subject: Enter the subject code of the course.
 Course: Enter the three-digit course number. Use 'L' as the fourth digit for laboratories.
 Effective Term: Enter the term of the academic year when this action becomes effective using four-digit year and two-digit term. Use '10' for Fall, '20' for Spring, and '30' for Summer. (For example, the Fall Term of academic year 2003-2004 will be '200420' even though the term is in the calendar year 2003.
 Title: Enter the course title
- 2** Mark the appropriate action.
- 3** Answer the questions and document fee justification.
- 4** Obtain required signatures and forward to Academic Affairs.
- 5** Academic Affairs sends form for President's signature.
 Academic Affairs will route to Financial Affairs for review of signatures and placement in the BANNER system.
 After authorizations are completed, copies will be sent to Academic Affairs and Registrar Office.