SPECIAL COURSE FEE APPROVAL FORM

❶ BASIC COURSE INFORMATION

College: _____ ☐☐ Subject: _____ ☐☐☐ Course #: _____ ☐☐☐☐

Effective Term: _____ ☐☐☐☐☐☐ Course Title: _____

❷ 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

❸ 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:

_____

_____

_____

_____

_____

❹ Recommended by:

Department Chair: Signature: _____ Date: _____

College Dean: _____ _____

Chair of Academic Affairs Committee: _____ _____

Senior V.P. Academic Affairs / V.P. for Health Sciences: _____ _____

❺ Approval by President:

Signature: _____ Date: _____

Student Accounting Use Only

Catalog: _____ Schedule: _____

Signed copies sent to:

Date: _____ By: _____ Academic Affairs: _____ Registrar: _____

09-21-05

FORM INSTRUCTIONS:

❶ 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

❷ Mark the appropriate action.

❸ Answer the questions and document fee justification.

❹ Obtain required signatures and forward to Academic Affairs.

❺ 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.