COURSE FEE APPROVAL FORM

❶ BASIC COURSE INFORMATION

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

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

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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

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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. Will this fee be allocated to a new or existing FOPAL? ☐ New (If new, attach a request for new FOPAL) ☐ Existing (if existing, fill out number 5)
5. To which <u>FOPAL account number</u> will this fee be allocated:
   Fund ☐   Organization ☐   Account ☐   Program ☐
6. Will the revenue generated from this fee be used for the same purposes as existing revenue allocated to this account?
   Yes ☐   No ☐   If yes, please list other course fees allocated to this FOPAL. _____
   _____
   _____
   _____
7. Name of Fee: _____
8. Amount of fee: $_____   Fixed fee or per credit hours? _____
9. Please provide a short justification for a new fee:
   _____
   _____
   _____
   _____

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❹ Recommended by:

Department Chair: Signature: _____   Date: _____

College Dean: _____   _____

Course Fee Review Committee: _____   _____

Provost/Senior V.P. Academic Affairs   _____   _____

Vice President for Finance and Administration   _____   _____

Student Accounting Use Only

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

Date: _____   By: _____

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.
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 for academic year 2014 – 2015 will be "201510")
Title: Enter the Course Title

❷   Mark the appropriate action.
❸   Answer the questions and document fee justification.
❹   Obtain the required signatures and forward to the Office of Academic Affairs who will forward to the Course Fee Review Committee. Requests approved by the Course Fee Review Committee will then be routed to the Provost/Senior Vice President for Academic Affairs and then to the Vice President for Finance and Administration. Approved requests will then be routed to the Registrar and Student Accounting for set up in Banner.