



CONTACT INFORMATION

Primary Contact Name:

Unit/Department:

Phone:

E-mail:

COURSE INFORMATION

Course Title:

Department Code and Course ID:

Cross-listed Department Code and Course ID:

Is this a new course? Does this course require a lab?

Will this course will be taught via Distance Education?

Current Fee: _____ Year Current Fee Approved: _____

Request Type Proposed Fee: _____

DEPARTMENT/UNIT & COLLEGE APPROVAL

All course fee proposals need the support of the chair or director and college dean. Please signify approvals by checking the boxes below.

The chair/director of my unit has reviewed and approved this proposal.

The dean of my college has reviewed and approved this proposal.

PROPOSED ACADEMIC YEAR REVENUES

Provide costs and expenses to be funded by special fees only.

AY Number of Sections

AY Enrollments per Section

Total Academic Year Enrollments

Proposed Special Fee per Student

Estimated Revenue

PROPOSED ACADEMIC YEAR OPERATING EXPENSES

Provide costs and expenses to be funded by special fees only.

Small Equipment:

Transferred to Student or Replaced Annually

Annual Rental or Lease Costs

Supplies Consumed in Lab

Specialized Software Costs (including licenses/upgrades)

Van Rental and Gas for Student Trips

Total Cost

JUSTIFICATION

Please be specific and write justifications for someone not familiar with the course. List examples of consumables. If software, why it is particular to the course? If equipment, why is it unique to the course?