

## 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. 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 FOPAL account number 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4 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**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Catalog: \_\_\_\_\_ Schedule: \_\_\_\_\_  
Signed copies sent to  
Academic Affairs: \_\_\_\_\_ Registrar: \_\_\_\_\_

**FORM INSTRUCTIONS:**

<p><b>1</b> 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</p>	<p><b>2</b> Mark the appropriate action.  <b>3</b> Answer the questions and document fee justification.  <b>4</b> 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.</p>
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08/05/2015