

Course/Lab Fee Request Form
(for new course/lab fees or for changes in current fees)

Department Requesting Revenues _____

401048	14H10/14G10		01001
Account	Fund	Dept ID	Program

Course Information:

Subject Area	Catalog #	Course ID + *	Current Fee Per Cr Hr/Course	Requested Fee Per Cr Hr/Course

+ Navigation: Curriculum Management> Course Catalog> Course Catalog

Justification: Explain why students are being charged extra fees, how they have been used (or will be used) to improve instruction of that course, and the assessment plan.

Fee per Cr Hr/Course *	Anticipated Enrollment	Projected Course Fee Income (a)

*** Required fields. Incomplete forms will be returned.**

Anticipated Expenditures:

Description	Total

Total Expenditures: _____ **(b)**
Remaining Course Fee Income: _____ **(a – b)**

Department Chair: _____ Date: _____

Dean: _____ Date: _____

(Must be received by February 1 for Summer and Fall courses/labs and by August 1 for Spring courses/labs)

Provost: _____ Date: _____

Chief Financial Officer: _____ Date: _____