



Part A. Department Information (Note: Fee is not assessed until form is approved.)

Department: _____ Course Number: _____

Section(s): (If none specified fee will be approved for all sections) _____

Fee Amount Requested: _____ Per course Per credit hour

Fee Beginning (Term and Year): _____

Fee previously approved, request to adjust.

Justification for fee request or adjustment:

This should show up in the budget organization of: 1100-_____

Signature of Department Chair: _____

Part B. Approvals

Approved By _____ Date _____
VPAA/Provost

Approved By _____ Date _____
Vice President for Business Affairs

Part C. Application of Fee

Business Office _____ Date _____ Office of the Registrar _____ Date _____
Detail Code _____