

# New Course Fee Request

College \_\_\_\_\_ Department \_\_\_\_\_

Course Name \_\_\_\_\_

Course # (w/Rubric i.e. BIOL101) \_\_\_\_\_ FAMIS Account #: \_\_\_\_\_

Requested Fee \$ \_\_\_\_\_ per student Anticipated start date for fee collection: \_\_\_\_\_

**Expected Enrollment / Revenue** (project for an academic year):

	No. of Students	Revenue
Fall	_____	\$ _____
Spring	_____	\$ _____
Summer	_____	\$ _____

Description	Expected Course Expenses (Cost per Course)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

Programmatic Justification for fee: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Complete all that apply:**

- Replaces course # \_\_\_\_\_
- Course manually added to course fee revision program
- Cross listed course number(s): \_\_\_\_\_
- Course added in Compass
- Detail Code: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Approval Recommended: \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost & Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_