

FORM 102: COURSE FEE REQUEST FORM

Academic Unit _____

Course No. and Title _____

☐ First Time Request ☐ Proposed Fee

☐ Request for Change ☐ Current Fee ☐ Proposed Fee

Supporting Rationale: Give rationale on a **separate page**. Include detailed projections of income (average number of students x cost per student) and course costs (details of costs to be covered by these fees)

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Department Head Recommendation:

☐ Recommended

☐ Not Recommended

Signature of Department Head

Date

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Dean's Recommendation:

☐ Recommended

☐ Not Recommended

Signature of Dean

Date

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Tuition and Fees Evaluation Committee Recommendation:

☐ Recommended

☐ Not Recommended

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Provost Approval:

☐ Recommended

☐ Not Recommended

Signature of Provost

Date

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Vice President, Finance & Administration Approval:

☐ Recommended

☐ Not Recommended

Signature of Sr Vice President for Finance & Administration (SrVPFA)

Date