**Special Course Fee Form**

Effective for Enter Academic Year Academic Year

Type of Request: [ ] New Request [ ] Adjust Fee [ ] Remove Fee

|  |  |
| --- | --- |
| Course Name Enter Course Name | Subject Area (Dept) Enter Subject Area |
| Catalog Nbr.Enter Catalog Number | Course IDEnter Course ID | Current Special Course Fee Amount ($)Enter Current Fee Amount (whole dollars)New Special Course Fee AmountEnter New Fee Amount (whole dollars) |
| Fee revenue is deposited to:Cost Center: Enter Cost Center hereProgram: Enter Program here |
| Reason for Special Course Fee. Be specific. Itemize reason(s) and charge(s).Enter reason for the fee. If there are multiple reasons, itemize them here. |
| Person Submitting RequestName of person making the request |

**Approvals**

Dean of College Approval from dean of college – enter name here

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To be completed by Budget Office

Provost Approval from Provost – enter name here

Chancellor Approval from Chancellor – enter name here