

Course Fee Request Form

Instructors who wish to attach a course, studio or lab fee in excess of \$35 (per student) need to provide a budget for projected expenditures. Fee requests will be reviewed by the New Course Subcommittee of the Curriculum Committee. All course fees must be approved prior to publication of the academic schedule.

Name:

Course:

Department:

Requested fee per student: \$ _____

Budget:

Detail the projected expenditures for the course, including admission fees, travel costs, and supplies not covered by departmental budgets. Please include sources for your estimates where possible.

| Item | Quantity | Amount |
|---------------------------|--|---------|
| Example: Museum visits | The class will visit the XXX museum twice during the semester and a \$25 per visit fee has been negotiated. (\$50 per student X 20 students) | \$1,000 |
| | Total: | |
| | Estimated enrollment: | |
| | Requested fee per student: | |