

Division Priority _____ of _____

Course Fee Request Form for General Fund Credit Courses

Course Number and Name:

New Course Fee FOAPAL _____ - 01325 - 95010

Change in Existing Course Fee Current fee: Proposed fee: Fee Code

Criteria:

- ❖ The fee covers consumable supplies and materials (other than general printing), or transportation and admission costs related to field trips, that are required for student instruction; and
- ❖ Current budget resources are inadequate to support desired learning outcomes; and
- ❖ Proposed fee does not supplant resources currently used to cover these costs; and
- ❖ Amount of the proposed fee was calculated to address only the cost of consumable supplies and materials or field trips; and
- ❖ It is not possible or feasible for students to pay the fee directly to the bookstore or an external supplier. (This form is necessary only if students need to pay the fee to the college.)

Please explain how this request meets the criteria above: (Not needed for requests to change previously approved course fees.)

What impact will the requested fee or fee increase have on student learning activities and outcomes?

This course is a (check all that apply)

Required program course General Education Course Elective

Estimated number of students who would pay this fee in an Academic Year: _____

If this is a required program course, what is the total cost impact on individual students as a result of this and other course fees required for completion of this program? _____

Dean/Director Signature: _____ **Date:** _____

For Academic Affairs Use Only:

Approved

Denied

Reason:

Academic Affairs Signature

Date