

Special Course Fee Request*(To request a new course fee or change to an existing course fee)**Refer to BSU Policy #4200 for information about authorized fees and procedure for requesting special course fees.*

Department: _____ College: _____	Course Prefix/Number _____ Course Title _____ _____ Course Section(s) _____ Semester fee applied _____ _____ Cost Center FDCC _____ Cost Center Title _____
Fee per student: Existing fee amount \$ _____ Requested increase \$ _____ New fee amount \$ _____	

Description of the expenses that make necessary the establishing of a new course fee or change to an existing course fee. Include an explanation as to why departmental funds are insufficient to fund the described expenses.

Projected income from the proposed fee, based on past and/or expected enrollments.

Proposed distribution of collected fees among general categories of expenditures, e.g., to expendable supplies, to equipment, to field trips, and to staffing. *See BSU Policy 4200 Section II.*

Department Chair submitting request: _____

Date: _____

College Dean approval: _____

Date: _____

Deans Council: ___ Approve ___ Disapprove ___ Request information/modification

Date: _____

Executive Team: ___ Approve ___ Disapprove ___ Request information/modification

Date: _____

Provost approval: _____

Date: _____