



# FEE CHANGE PROPOSAL

All fee proposals must be submitted to the Provost in November to be considered for the upcoming fall term. Complete a separate proposal for each fee (or set of fees) being proposed by your department. All student fees are assessed by the Registrar and collected by the Student Accounts Office.

Proposed New Fee

Proposed Change in Existing Fee

Department:

Org number to be credited:

Contact Person:

Amount of Fee:

Name and purpose of fee

Name of affected course (CRN, Course number, any cross-listings)

Date/Semester of Implementation (consult first with Registrar):

How was the fee determined and calculated? Include an estimate of revenue and expense.

**If this a new fee**

Who will pay the fee:

Only students in courses delivered online

Only students in courses delivered on campus

All students

Are there other funds supporting this activity/function? If yes, please list them:

**Approvals**

Program Director/Department Chair

College Dean

Provost

Chief Financial Office