

COURSE FEE APPROVAL FORM

All course fees require approval from the Provost, the Office of Business and Financial Affairs, the Chancellor, and the UT President. Fee requests will be presented at the June Board of Trustees meeting. New course proposals that include course fees must be approved by the Provost.

Department/College			Effective Term		
Course Number/Title			Existing Course	or New Course	
Proposed Fee*	per course	or credit hour	Projected Semester	Revenue	
Account number to receive funds			Will online students	be assessed this fee? Yes	No

Background Information/Fee Justification/Purpose/Intended Use of Funds:

* Course fee proposals require approval of department head, dean, and the Provost prior to submission to Business and Financial Affairs.

Signatures:

Department Head	Date	Recommendation
Dean	Date	Recommendation
Provost	Date	Approved fee amount
Budget and Finance	Date	Comments
Chancellor	Date	Comments

Return original to the Business & Financial Affairs Office, Dept. 5705. A copy will be sent to the Provost's Office.