

**SPECIAL COURSE FEE APPROVAL FORM**

*For all New, Increased and Decreased Fee Requests*

Please review the Regent’s [policy](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/special-course-fees/) and [appendix](https://www.wisconsin.edu/uw-policies/825-appendix/) before submitting your request.

*Please Type*

|  |  |
| --- | --- |
| Course Title: | Subject/Discipline: |
| Catalog No.: | Check one: |
|  | 🞏 Lab 🞏 Lecture 🞏 Discussion |
| No. of Credits: | Course ID No.: | Session: | Item Type No.: (Financial Services to complete.) |
| Check all Campus Locations that Apply | Special Course Fee Total: (Round to nearest dollar.) |
| 🞏 Oshkosh 🞏 Fox Valley 🞏 Fond du Lac |  🞏 Flat Fee$ 🞏 Per Credit |
| Program Revenue Account in Which Fee is to be Deposited:*Format: aaa-bbccdd-e where a=Fund b=Division c=Dept d=Sub-Dept e=Program* | Type of Request:🞏 New fee |
|  | 🞏 Increased fee 🞏 Decreased fee |
| Reason for new fee, increase or decrease; be specific, provide rationale, history of fees (if applicable), and amount(s):*Attach a budget including anticipated revenue based on estimated number of students and expenses per term*.  |
| Form Completed By: Department: |

*Summer and/or Fall Deadline for Initiating Request: The preceding February 1st*

*Spring Deadline for Initiating Request: The preceding September 1st*

**APPROVAL SIGNATURES:**

Instructor Submitting Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean (or designee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Controller:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost & Vice Chancellor for Academic Affairs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_