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**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.:  0 0 \_ \_ \_ \_ | 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bursar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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