

THE UNIVERSITY OF NEW MEXICO - SPECIAL COURSE FEES APPROVAL FORM

INSTRUCTIONS:

Special course fees are appropriate only when there are unique costs associated with a course or when there are physical residuals that students take away from the course. An example of the first case might be in a laboratory class. An example of the second would occur if a piece of art, created by the student, were taken away at the end of the class. Course fees cannot be used to pay teaching assistants or instructors.

All requests for fee increases or new fees must be fully justified financially, by matching projected fee revenues to the purposes specified. Examples and blank budget forms are provided on the attached sheet. Feel free to modify or use additional budget forms as necessary. Please submit three copies to the Associate Provost for Academic Affairs for approval.

Deadlines for receipt of requests:	
Spring	Last week of October
Summer	Last week of February
Fall	Last week of February

Department:					Dept. Contact Person:					
Account Number:					Telephone Number:					
Subject Code & Course Number	Does fee apply to all sections?	If fee is section specific, provide section #	Course Title	Effective Term	End Term (If applicable)	If cross-listed, will equal fees be assessed for all courses in the cross-list?	Current Course Fee	New/ Revised Course Fee	Index/account (10 digits)	Detail Code (Bursar's use only)

REQUIRED APPROVAL SIGNATURES		
Chair _____ _/___/___	Dean / Director _____ _/___/___	Approved _____ _/___/___ Associate Provost for Academic Affairs
Chair (if cross-listed) _____ _/___/___	Dean / Director (if cross-listed) _____ _/___/___	FOR BURSAR'S OFFICE ONLY Processed By _____ _/___/___
Chair (if cross-listed) _____ _/___/___	Dean / Director (if cross-listed) _____ _/___/___	FOR OFFICE OF THE REGISTRAR ONLY Processed By _____ _/___/___

Sample course fee budget per student**Art Studio 100**

Proposed fee		30.00
Description	Drawing materials	
Projected expenses		
	5 pencils @ 2.00/ea	10.00
	4 drawing tablets @ 5.00/ea.	20.00
Total projected expenses per student		30.00

Sample course fee budget per section**Biology 100**

Proposed fee		20.00
Description	Lab supplies and equipment	
Projected enrollment		25
Projected revenue		500.00
Projected expenses		
	500 microscope slides (10/student)	100.00
	2 microscopes (1/10 th of cost of \$1,000 @ 10 yr. replacement cycle)	200.00
	Cultures	200.00
Total projected expenses per section		500.00

Course fee budget**Section:**

	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

Course fee budget**Section:**

	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

Course fee budget**Section:**

	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

Course fee budget**Section:**

	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		