## 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 two copies to the Vice Provost for Academic Affairs for approval.

Dept. Contact Person: Department: Mail Stop Code: **Telephone Number:** Account Number: Subject Effective End Term If cross-listed, Current New/ Index/account (10 Does fee If fee is Course Title Detail apply to (If applicable) will equal fees Course Revised digits) Code Code & section Term all be assessed Course specific, Fee Course (Bursar's Number sections? provide for all courses Fee use only) section # in the crosslist? **REQUIRED APPROVAL SIGNATURES** Approved \_\_\_\_\_ Dean / Director \_\_\_\_\_ / \_ / \_\_\_\_\_/\_\_/\_\_\_ Chair Vice Provost for Academic Affairs Dean / Director \_\_\_\_\_ /\_/\_ \_\_\_\_\_/\_/ FOR BURSAR'S OFFICE ONLY Chair Processed By \_\_\_\_\_ /\_/\_ (if cross-listed) (if cross-listed) Dean / Director \_\_\_\_\_ /\_/\_\_ / / FOR OFFICE OF THE REGISTRAR ONLY Chair (if cross-listed) (if cross-listed) Processed By \_\_\_\_\_ /\_/\_\_

Deadlines for receipt of requests:SpringFirst week of SeptemberSummerLast week of FebruaryFallLast week of February

### <u>Sample course fee budget per student</u> <u>Art Studio 100</u>

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		30.00
student		

# 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 <sup>th</sup> of cost of	200.00
	\$1,000 @ 10 yr. replacement cycle)	
	Cultures	200.00
Total projected expenses per section		500.00

Course fee budget Section:		
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

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