THE UNIVERSITY of TENNESSEE CHATTANOOGA

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
_____ CBO, Business & Financial Affairs	_____ 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.

Revised 4/9/2014