**MEMORANDUM**

DATE:

TO: Kelly Campbell, Vice Provost for Academic Affairs

FROM:

# SUBJECT: Miscellaneous Course Fee Request

\*\*Instructions only; delete before submission\*\*

Be sure to address the following**:**

a. The purpose of the fee (Is this fee for a new requirement or an existing requirement that has been funded by other means?);

b. Why it should be charged or adjusted and the consequences of not doing so; and

c. What other sources of revenue have been considered.

Attachments: I. Miscellaneous Course Fee Request