

Application for Course Fees

(Types of Course Fees include Laboratory, Field Trip, and Special Course Fees)

All colleges, departments and programs of North Dakota State University are required to complete this form if a Course Fee is to be charged to students.

Course Fees may be charged to a student in a laboratory, class, or unique program to cover exceptional costs related to the course or program. Information is provided on appropriate rationale and criteria for the development of Course Fees.

Date: _____

Department: _____

College: _____

Course ID: _____ Class ID (if applicable): _____ Subject & Catalog # : _____

Course Title: _____

Component (circle one): Lecture / Laboratory / Field Study / Seminar / Thesis

New Fee Account _____ Fund _____ Dept _____ Amount _____

Change Fee Old Amount _____ New Amount _____

Delete Fee

The above change will be effective at the beginning of the following term: _____

Fees will be reviewed annually by the Provost and Vice President for Academic Affairs. Approved fees will remain in effect until notification from the Dean of the college that a fee should be stopped. Fees will be ended by the Provost and Vice President for Academic Affairs if fees are being applied inappropriately.

Purpose of Fee: How will this fee improve the learning environment for students? - Please be specific in this justification. (Purposes must be consistent with NDSU policies)

Approvals:

Department Chair _____ Date _____

College Dean _____ Date _____

Provost and VP Academic Affairs _____ Date _____

Please Note: Fall and Summer Semester deadline is February 1
Spring Semester deadline is October 1

Person to contact if any questions _____ Phone # _____