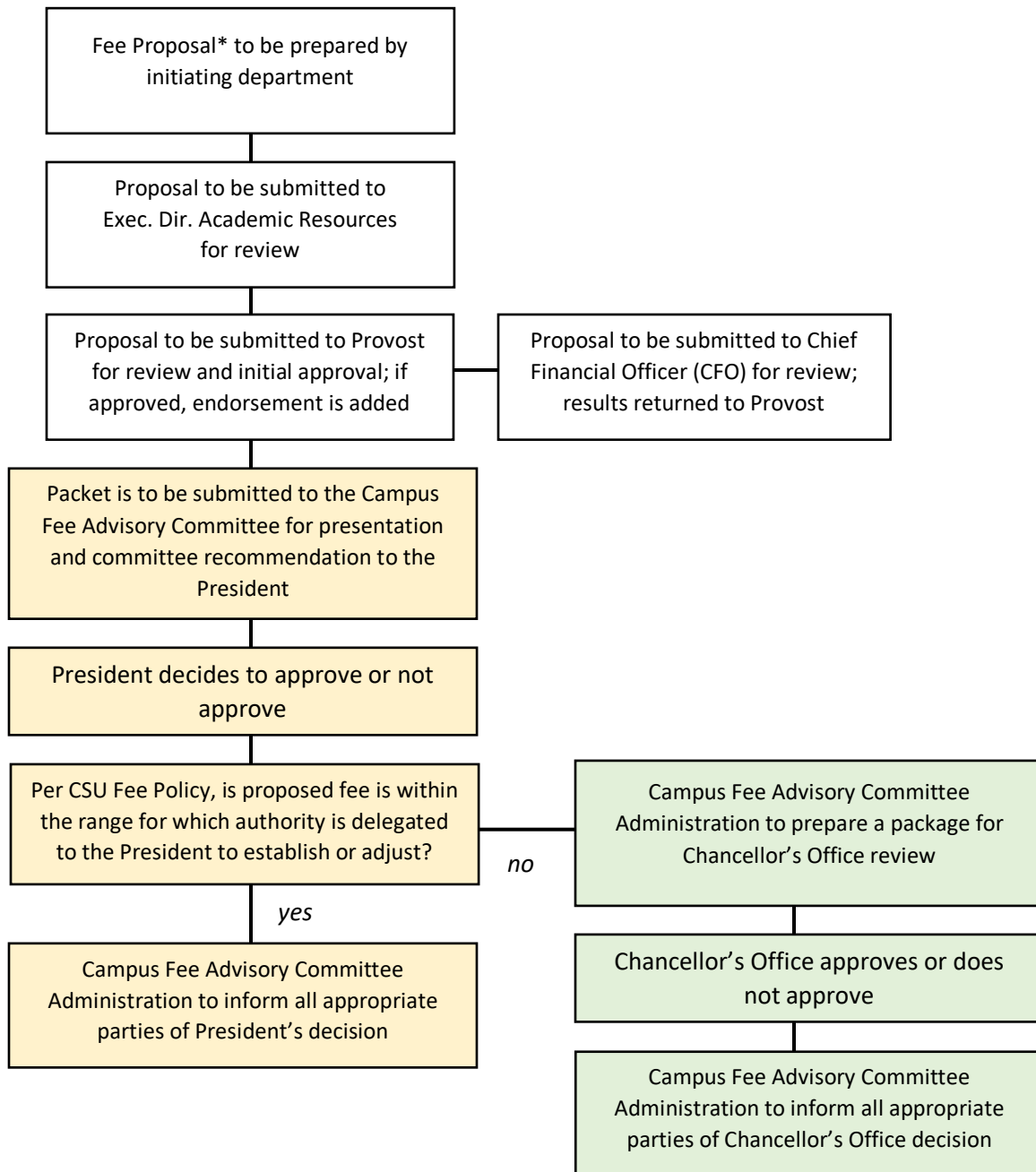


**Appendix C - Approval Process for
Category III Course Materials Fee**



**Fee Proposal shall include:*

[1] Memo from College Dean to Provost with rationale for the request,

[2] Request Forms containing:

- *Rationale for the request and proposed fee amount*
- *Enrollment projections*
- *Financial overview including 2 years of projected revenues and expenses with 1 year of actual costs*
- *Analysis of prior resources used and whether there is an alternative resource available*

[3] If Provost Approves fee proposal to move forward, Memo from Provost to President is added to Proposal packet.