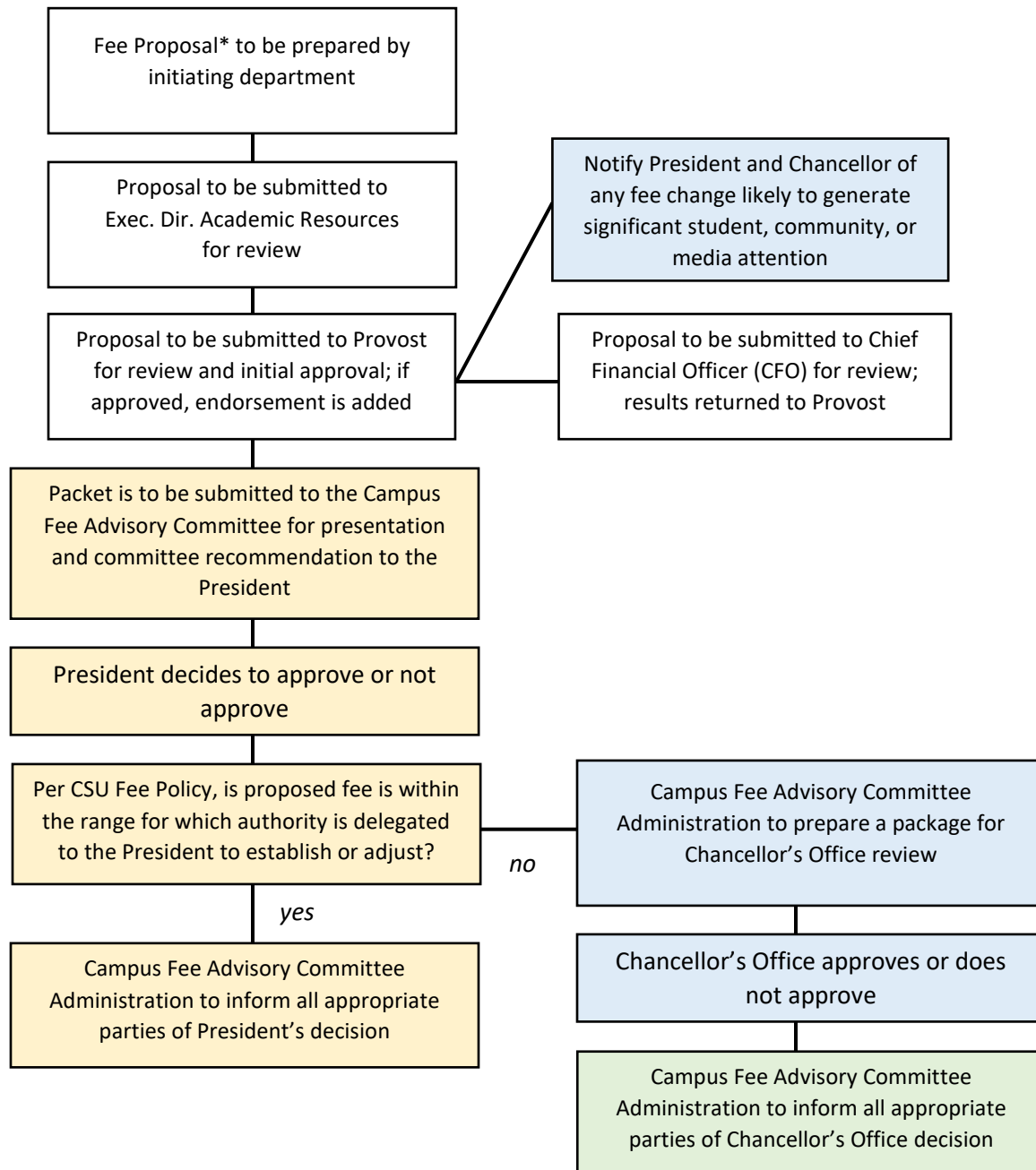


## Appendix C - Approval Process for Category III Course Materials Fee



*\*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.*