**Coursedog – Adding or Adjusting a Course Fee**

***Course – Add or Adjust Course Fee (on existing course)***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing course, select ‘Course Fee – Add or Adjust on Existing Course.’ Fill out necessary information and then select ‘Go to Form.’*

***Listed below is each field in the ‘Course Fee Requests for Existing Courses’ proposal form; all fields with an asterisk are required.***

**COURSE INFORMATION**

**Effective Term\*:** Select the (future) term when this course fee change will become effective for students.

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**COURSE FEE INFORMATION**

**Type of Request\*:** New, Increase, Decrease, Remove

**Fee Amount\***

**Course Fee Usage\*:** Consumable Instruction Materials, Instructional Materials & Services, Curriculum Enhancements, Other Specialized Services

**Item Type:** 140000XXXXXX

**Fee Chartfield**

**Is this course part of a program which has a program fee?** (Yes | No)

**Does the fee overlap with any approved program fees?** (Yes | No)

**I understand all fees will be collected by the University Cashier\*.** (Yes| No)

**SUPPORTING DOCUMENTS**

**Describe how the fee is associated with course learning outcomes.**

**Detailed Itemized Budget:** Your request will not be considered without this information. A template spreadsheet is available here: <https://uofu.box.com/s/qju1jult72eu9t96lwseq40oz0mlw2j9>