



**REQUEST FOR ALTERNATIVE ACADEMIC CREDIT HOUR FEES AND
ELIMINATION OF SELECT MANDATORY FEES FOR ON-CAMPUS
WORKSHOPS OF STRATEGIC IMPORTANCE**

In May 2009, the University Board of Trustees authorized that the Provost and Vice President for Academic Affairs and the Vice President for Business Affairs, Finance and University Treasurer could determine programs of strategic importance to the University, that are not in lieu of program-related semester/term course offerings. The Board of Trustees further authorized that with the approval of the Provost and Vice President for Academic Affairs and the Vice President for Business Affairs, Finance and University Treasurer, an alternative credit hour fee for these workshops may be established as deemed warranted. The Board of Trustees further authorized that with the approval of the Provost and Vice President for Academic Affairs and the Vice President for Business Affairs, Finance and University Treasurer, on-campus workshop registrants could be exempt from the assessment of mandatory fees such as the Late Registration Fee and Recreation Center Fee. Admission fees still apply.

INSTRUCTIONS

To request an alternative academic credit hour fee and the elimination of select mandatory fees for an on-campus workshop:

1. Complete this routing form.
2. Attach a brief description of the workshop, including its strategic importance to the University.
3. Attach a complete budget for the workshop.
4. Submit the routing form, workshop description, and budget to Cheryl Pruitt, Extended Learning Tirey Hall 133A (x4011).

(Please note that registration and associated payment for the workshop must be routed through Extended Learning.)

ISU Contact Person:			Title:		
Department:				Phone:	
Course/Program Name:					
CRN:	Subj:	Course No.	Course Section - (310-315 Only)		
Credit Hour(s):		Course Dates:		Course Term:	
Instructor(s):			Schedule Type Code: Workshops - WKS		
On-Campus Location:			Campus Type Code: 1 - Main Campus		
Current Board Approved Rate per Credit Hour in Effect at the Start Date of the Program/Workshop:			Requested Fee per Credit Hour:		
			Course Fee: N/A YES \$		

ADMINISTRATIVE APPROVALS

Received by Extended Learning:	Date:
Approved by University Registrar:	Date:
Approved by Provost and Vice President for Academic Affairs:	Date:
Approved by Associate Vice President for Finance and Assistant Treasurer:	Date:
Approved by Senior Vice President for Finance and Administration/University Treasurer:	Date:

Revised 7/17/2017

Distribution after approval

Original: Domenic Nepote, Associate Vice President for Finance and Assistant Treasurer

Copies: Provost/VP Academic Affairs; April Hay, Registrar; Cheryl Pruitt, Extended Learning; Originating Department