BEGIN

Nonstandard Fee Course inquiry to Designee from instructors or other school/college individual

Go to Nonstandard Fee Courses and Programs policy document and complete the decision tree to determine whether or not Vice Chancellor's approval is needed

Does the course/program require Vice Chancellor's Approval?

Y

Meet with the Tuition Assessment Section and Business Office to discuss class/program and fee setup if needed.

N

Fill out Approval Form for Nonstandard Fee Programs and Courses

Designee assigns a reference number to the form based on your school/college three character code

Send Approval Form to Vice Chancellor for approval

Was the program/course approved?

Y

Send copy of the Approval form to those noted on the form

N

Send of Approval Form by Tuition Assessment Section with Nonstandard Fee info and return

END

END