



# Special Course Fee Authorization Form

**Due to the Office of  
Academic Affairs by  
November 1st (for the  
subsequent Academic Year)**

## Explanations

Brief explanations, one or two sentences, are required for **each** special course fee listed above. Please refer to the Special Course Fee Procedure on the Academic Affairs website for more information on approved uses of Special Course Fees. ([www.isu.edu/academicaffairs/chair-director-resources/special-course-fees/](http://www.isu.edu/academicaffairs/chair-director-resources/special-course-fees/) )

**Explanation as to the use of funds. Please check any and all that apply and provide a brief (one to two sentences only), specific explanation:**

- Expendable supplies or materials specific to the course, such as art supplies (paint, jewelry metals, photographic paper and chemicals, etc.) or laboratory or clinical supplies (dissection specimens, disposable syringes and latex gloves, chemicals, glassware, video tapes or other use-intensive educational aids, etc.)

**Explanation:**

- Special services or facilities offered as a convenience or enriched experience for students, such as individual lessons in music, live models in drawing classes, golf course privileges, distance education, etc.

**Explanation:**

- Materials, supplies, tools, etc. ordered in quantity by the department as a convenience or cost-saving measure for students, or when such items are not readily available locally.

**Explanation:**

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- Access to specialized or enriched computer laboratory services (including hardware, software, maintenance, and staff) that exceed the level of access and service that is basic to instruction and would thus be funded by the academic unit or campus-wide computer fee.

**Explanation:**

- Pass-through fees for malpractice insurance, certification examinations required before student clinical practice, required immunizations, or assessment examinations required by national accrediting agencies.

**Explanation:**

- Course-related student travel and lodging, such as supervised field trips and course related faculty travel and lodging, when associated with supervision of internships, externships, optional field trips, or other enrichment experiences.

**Explanation:**

- Equipment used exclusively for instructional purposes such as microscopes, analytical equipment, anatomical models, ceramics wheels, etc.

**Explanation:**

- Staffing used specifically to aid in instruction, such as laboratory coordinators.

**Explanation:**

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Other

**Explanation:**

## Approval Signatures:

\_\_\_\_\_  
Department Chair, Date

\_\_\_\_\_  
University Business Officer, Date

\_\_\_\_\_  
College Dean, Date

\_\_\_\_\_  
Provost/Vice President for Academic Affairs, Adam Bradford Date

Academic Affairs Comments: