

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

Course Number ENGR 321 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

See Attached

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

Change to a Course		Dept./School	College Academic	Deans	COUNCIL ³				Provost	President
					TEC	UGEC	UUAC	GRAD		
1.	Title (description unchanged)	A	A	A		I			I	I
2.	Description (not affecting content)	A	A	A		I			I	I
3.	Course term(s)	A	I	A		I			I	I
4.	Content (substantive change)	A	A	A		I			A	A
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A	A
6.	Course number within the hundred	A	A	I		I			I	I
7.	Course number beyond the hundred	A	A	A		A			A	A
8.	Prerequisites	A	A	A		I			I	I
9.	Course fee(s)	A	--	A		--			A	I
10.	From U to G or G to U	A	A	A		A			A	A
11.	Cross list with another department: U or G level	A	A	A		A			A	A
12.	Department of record	A	A	A		A			A	A
13.	Open or close a course	A	A	A		A			A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A			A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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Change to a Degree Plan		Dept./School	College Academic	Deans	COUNCIL ³				Provost	Faculty	President	Board of Trustees
					TEC	UGEC	UUAC	GRAD				
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

Provost-Proposed Change		Provost	Department	Dean	COUNCIL ³			Faculty	President	Board of Trustees
					TEC	UUAC	Graduate			
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R		A		A	A	I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R		A		--	A	--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R		A		A	A	I

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COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 <i>Signature</i>	<i>10/30/18</i> <i>Approval date</i>
<i>Signature</i>	<i>Approval date</i>

College Academic Council(s)	
 <i>Signature</i>	<i>12-7-2018</i> <i>Approval date</i>
<i>Signature</i>	<i>Approval date</i>

Dean(s)	
 <i>Signature</i>	<i>12/12/18</i> <i>Approval date</i>
<i>Signature</i>	<i>Approval date</i>

Teacher Education Council	
<i>Chair's signature</i>	<i>Approval date</i>

General Education Council	
<i>Chair's signature</i>	<i>Approval date</i>

Undergraduate Academic Council	
<i>Chair's signature</i>	<i>Approval date</i>

Graduate Council	
<i>Chair's signature</i>	<i>Approval date</i>

Provost	
<i>Signature</i>	<i>Approval date</i>

Faculty	
<i>Chair of faculty senate</i>	<i>Approval date</i>

President	
<i>Signature</i>	<i>Approval date</i>

Application for a New Course v10.6

Course ID <i>Subject and Number</i>	ENGR 321
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Raymond Smith, LCMfgE
2	Course Teacher	Raymond Smith, LCMfgE or a member of E&P faculty
3	Course Title	Manufacturing Processing Lab
4	Course Abbreviation (if title is over 30 characters)	Introduction to Manufacturing Engineering Lab
5	College	College of Arts and Sciences
6	Department	Department of Engineering & Physics
7	Number of Credit Hours	1
8a.	Number of contact hours - lecture	0
8b.	Number of contact hours – lab/activity	3
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	<i>Not applicable</i>
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	3
13	What type of course is this? (Select one. Please see Schedule Type definitions above.)	☐ Traditional lecture ☒ Traditional lab ☐ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Instructor Workload	3 hours
15	Grade Mode (check all appropriate):	☒ X Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	18
17	Catalog Description (50 words or less)	Introduction to Materials Science and Manufacturing Engineering Processes. Students will learn about properties of materials that relate to the manufacturing processes. steelmaking, heat treatment, metallography, chip making, and additive manufacturing processes.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	
19	List any co-requisites	ENGR 320 Material Science
20	If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs	Not applicable
21	Does this course have any special student costs?	☐ No ☒ X Yes <i>Lab Fee</i> (If yes, must attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.)
22a	How frequently will the course be offered in the Fall ? All, even or odd years?	Yes
22b	How frequently will the course be offered in the Spring ? All, even or odd years?	none
22c	How frequently will the course be offered in the Summer ? All, even or odd years?	Not applicable
23	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2019
24	List course/s that should be deleted, (Also, include the last semester for course/s being deleted) <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	Not applicable

25	Is this course required for a degree/s? <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	☐ No ☒ Yes
26	Should the addition of this course be retroactively applied to the degree plan it supports?	☒ No ☐ Yes Explanation:
27	Has this course been offered as a Special Topics course?	☒ No ☐ Yes <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, a course may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>
28	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	This course would be a required course for those students wanting to specialize in Industrial Engineering.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	This course would prepare an Industrial Engineering student for a career in the manufacturing or design engineering world. A basic understanding of material science leading to a basic understanding of manufacturing processes will assist students in their job search and career path.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	This course is intended for sophomore or junior engineering students wanting a career in the industrial or manufacturing industries. An understanding of chemical elements and solid state properties is necessary for this course.
2	State the overarching course goal(s) in performance terms.	To prepare engineering students to be a contributing member of an industrial or manufacturing engineering department within an industrial setting.

2. Competencies and Measurements

	Competency	Measurement
1	A working comprehension of the interaction of elements within a ferrous and non-ferrous material systems	Lab work
2	Understanding of the solid state transformation of the metallic phase from high temperature processing.	Lab Work
3	Knowledge of basic chip making processes	Lab Work
4	Knowledge of additive manufacturing processes	Lab Work
5		
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.

Degarmo's Materials and Processes in Manufacturing, Eleventh Edition, Wiley ISBN-13 978-0-470-92467-9 Supplemental Text: Machinery's Handbook 30th Edition, Industrial Press, ISBN-13 978-0-831-13091-6

2. For **combined undergraduate/graduate** courses, make two lists:

a. full publication information; label **Undergraduate**.

07/01/2016

b. full publication information; label **Graduate**. Indicate number of pages required.

Undergraduate: Degarmo's Materials and Processes in Manufacturing, Eleventh Edition, Wiley ISBN-13 978-0-470-92467-9 **Supplemental Text:** Machinery's Handbook 30th Edition, Industrial Press, ISBN-13 978-0-831-13091-6

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name ENGR 321

Primary Department


Department Chair

10/30/18
Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

07/01/2016

VI. Actions *Place all actions on one page.*

Course ID: ENGR 321

Course Title: Manufacturing Processing Lab

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved _____ Denied _____
College Dean or Director Date _____

Approved _____ Denied _____
College Dean or Director Date _____

2. Graduate Council: (for graduate level courses)

Approved _____ Denied _____
Dean of Graduate School Date _____

3. Teacher Education Council: (when applicable)

Approved _____ Denied _____
TEC Chair Date _____

4. University General Education Council: (when applicable)

Approved _____ Denied _____
Provost's designee Date _____

5. University Undergraduate Academic Council: (*undergraduate level courses*)

Approved _____ Denied _____
Vice Provost Date _____

6. Academic Provost: (for all courses)

Approved _____ Denied _____
Provost Date _____

7. President of the University: (for all courses)

Approved _____ Denied _____
President Date _____

Attach notes, comments, or conditions from appropriate councils:

October 22, 2018

Professor Raymond Smith
Ray.smith@acu.edu
325-674-6609

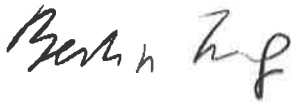
Re: Review of ENGR321

Dear Professor Smith,

Thank you for submitting ENGR321: Manufacturing Processes Lab. I have reviewed it and found it compliant with the ACU Syllabus Guidelines. Thank you very much for working with me through this process and making changes that we discussed.

Please note that this letter is not meant to be a final approval in the course application process. Instead it is intended as a reference, which will be read by your department chair and members of the council, who may also have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.

A handwritten signature in black ink, appearing to read "Bern H. Ziegler". The signature is fluid and cursive, with the first name "Bern" and last name "Ziegler" clearly distinguishable.

Director of Instructional Design, Adams Center

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: 16:00
TO: Ray Smith
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 321 – Manufacturing Processes Lab

The library has examined the course application and syllabus and is able to support the proposed course. Please contact Erica Pye (exp10a@acu.edu) , Librarian Liaison to the Department of Engineering and Physics, if additional library resources are needed for the course. Thank you for letting us review the course proposal.



ENGR 321 Manufacturing Processes Lab Fall 2019

1. Course number and name

ENGR 321 Manufacturing Processes Lab

2. Credits and contact hours

3

3. Instructor's or course coordinator's name

a. Instructor

Raymond Smith, LCMfgE

b. Course coordinator

Raymond Smith, LCMfgE

4. Text book, title, author, and year

Degarmo's Materials and Processes in Manufacturing, Eleventh Edition, Wiley ISBN-13 978-0-470-92467-9

a. other REQUIRED supplemental materials

None

b. other RECOMMENDED supplemental materials

Machinery's Handbook 30th Edition, Industrial Press, ISBN-13 978-0-831-13091-6

5. Specific course information

a. brief description of the content of the course (catalog description)

Introduction to Materials Science and Manufacturing Engineering Processes. Students will learn about what properties of materials that relate to the manufacturing processes. Steelmaking, Heat Treatment, Metallography, Chip making, and additive manufacturing processes

b. prerequisites or co-requisites

ENGR 320 Material Science and Manufacturing Processes



ENGR 321 Manufacturing Processes Lab Fall 2019

c. indicate whether a required, elective, or selected elective course in the program

Selected Elective

6. Specific goals for the course

a. Specific outcomes of instruction

- i.* For engineering students to have a better understanding of manufacturing processes as they may be incorporated into their Senior Capstone Project.
- ii.* An understanding of manufacturing process engineering and how to develop manufacturing process plans for their Senior Capstone Project.

a. Explicitly indicate which of the student outcomes listed in ABET Criterion 3 or any other outcomes are addressed by the course.

An ability to acquire and apply new knowledge as needed, using appropriate learning strategies

7. Brief list of topics to be covered

- Manufacturing Processing Engineering
- Manufacturing processes- Chip making
- Manufacturing processes- CAM
- Manufacturing processes- Joining (Welding and Brazing)
- Manufacturing processes- Thermal Processing (Heat Treatment)
- Manufacturing processes- Additive Manufacturing

8. Records management

• **Prepared by:**

Raymond Smith, LCMfgE

• **Date prepared:**

11 October 2018

• **Date reviewed:**

Class Meeting Times and Location

1:00 pm to 3:40 pm Tuesday/ Thursday BEN Room 129 & 131

Issued date: 11 October 2018

Revised date: 21 November 2018



ENGR 321 Manufacturing Processes Lab Fall 2019

Required Text: Degarmo's Materials and Processes in Manufacturing, Eleventh Edition, Wiley ISBN-13 978-0-470-92467-9

Intended Audience This is a depth elective course for an Engineering major interested in Industrial Engineering and intended to be completed during their sophomore year.

Contact Information Name: Raymond Smith, LCMfgE, MEM
Office: OSC Room 137C
Phone: 325-674-6609
Email: ray.smith@acu.edu
Office Hours: posted on Canvas

Teaching Philosophy Engineering is a well-respected profession. The public entrusts engineers to be honest, competent, and ethical. Many codes of ethics for these fields indicate that the commitment to protecting the health, safety, and welfare of the public is of paramount importance. These values are in harmony with Christian principles and ideals. Christian engineers should be honest (Matthew 5:37), work hard to ensure competency (Colossians 3:23), and put the public's interest ahead of his or her own (Luke 6:31). In light of these principles, this course will be taught such that you will gain an appreciation for the professional nature of engineering. It will be taught so as to give you every opportunity to begin to develop competency in these fields. This will require homework, quizzes, tests, and group discussion. The instructor especially encourages the discussion of topics that would bear on integrating faith and professional responsibilities (cheating on licensure exams, environmental laws and employment opportunities in developing nations, etc.)

Learning Objectives The activities of the course support the assessment of the following ABET Outcomes: Criterion 3 (4). an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.

(5) an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.

Academic Integrity Policy Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of the College of Arts and Sciences, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following this link:

<http://www.acu.edu/campusoffices/studentlife/judicialDocuments/AcademicIntegrityPolicy.pdf>

The use of Chegg and similar homework solution sites is a violation of academic integrity in at least two ways. First, the solutions you find there were generally made available under conditions that they should not be posted or shared except as required with current students. Second, solutions copied from or aided by consulting a homework solution site and then submitted for credit are not truly the work of the person submitting them for credit.

ADA Compliance Statement

Issued date: 11 October 2018

Revised date:



ENGR 321 Manufacturing Processes Lab Fall 2019

"Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call our office directly at 325-674-2667."

Title IX

Students are recommended to familiarize themselves with ACU's Title IX policy. This policy can be found at:

<http://www.acu.edu/community/offices/administrative/dean-of-students/sexual-assault-and-anti-harassment-title-ix/anti-harassment-policy.html>

Attendance

Attendance is expected at all class sessions. It is also expected that you arrive promptly. If you are absent or tardy it will negatively affect your participation, homework, Final Exam grades. Instructor reserves the right to remove a student from the class role and participation for excessive absences and disruptive behavior.

Grading Policy

Assignments – Chapter assignments will be issued via Canvas and will be due at the beginning of the scheduled class meeting time.

Projects – A portion of your final grade will be based upon related topic projects that are assigned via Canvas. Late Projects will not be graded.

Final Exam - The final exam is scheduled and posted on the ACU Website.

Calculation of Grade-

Assignments.....	45%
2 Project(s).....	25 %
Final Exam.....	15 %
Professionalism.....	15%

90% and above	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and below	F

Cell Phones Cell Phones should be placed on 'Silent' mode while in class. In the case of an emergency you may answer your phone and quietly leave the room and return when you have finished your call. It is not in your best interest to text while in class.

Class Room Culture- No food or drink in the class room. If you have a question please be considerate of your fellow classmates.

The mission of ACU: *To educate students for Christian service and leadership throughout the world.*

The mission of the College of Arts and Sciences:

Issued date: 11 October 2018

Revised date:



ENGR 321 Manufacturing Processes Lab Fall 2019

To educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend a liberal arts education with professional and career education.

The mission of the Engineering and Physics Department

The ACU engineering program strongly supports the university's mission of educating students for Christian service and leadership throughout the world. In support of this mission, ACU engineering graduates will attain: a deep and broad understanding of engineering principles and practices as evidenced by professional employment, continued professional development, and graduate study in engineering or other professional fields. an extensive knowledge of the innovative design processes unique to engineering professionals as demonstrated by using critical thinking skills to contribute to the scientific and technical literature, patents and intellectual property, professional societies, and creative designs. a thorough understanding of Christian service and leadership as shown in their commitments to professionalism, ethics, and service and leadership within the engineering profession, the church, and society.

Course Schedule

Week Number	Topic
1	Introduction to Manufacturing Lab Operations and Safety
2	Introduction to Manufacturing Process Engineering
3	Introduction to Basic Steelmaking and Casting Methods
4	Introduction to Basic material forming operations
5	Introduction to Joining Processes- Welding and Brazing
6	
7	Introduction to Thermal Processing of Metals- Anneal, Normalize, Austenite, and Tempering
8	
9	Manufacturing processes- Chip making
10	Introduction to Computer Aided Manufacturing- Milling
11	

Issued date: 11 October 2018

Revised date:



ENGR 321 Manufacturing Processes Lab Fall 2019

12	
13	
14	
15	Introduction to Additive Manufacturing- 3D Printing
16	

Instructor reserves the right to modify the course schedule as necessary. Students will be informed via Canvas when such changes have occurred.

See Canvas for additional instructions and/or assignment information.



Request to Add or Change Course Fees

Course fees or changes to existing course fees must be approved and published in the ACU Catalog for the following year in order for them to be assessed on a student's account. Course fees which are not processed by February 1st will not be included in the fall catalog.

Request Date 10/31/2018

Amount of Fee \$70

Department Making Request Engineering and Physics

Contact Person CAS Dean

Semester and year for fee to begin : Fall 2019

Check the appropriate fee category below:

FOAP: 202812 20580 8105 10 \$63

☒ Fee is the same for every section and every student

202034 20500 8105 10 \$7

☐ Fee applies to certain sections only

If fee applies to certain sections only, please specify below if it is a one-time fee for a single section or a repeating fee that will be applied on a regular schedule (e.g., a fee charged each time the course is taken in a summer session but not in the fall or spring).

This request applies to the following course (one per form):

Course Number / Section

Course Title

ENGR 321

Manufacturing Process Lab

State the justification for your request below. You will be notified of final approval or denial.

Support of Laboratory experience

The following signatures must be obtained before any request is approved.

Approved

Declined

[Signature]
Department Chair

10/31/18
Date

✓
Approved

College Dean

Date

Approved

Provost

Date

Approved

Vice President for Finance

Date

Approved

If approved by all above, route to:

Controller

FOAP

Date Completed

Finance

Fee Code for use on course

Date Completed

Registrar's Office

Date Completed

3/20/2017 KMW