

Approval Chart for Curriculum Changes

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

Course Number ENGR 317 or Degree Plan(s) _____

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

See new course packet.

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

				COUNCIL ³						
Change to a Course		Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
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	I
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A	I
6.	Course number within the hundred	A	A	I		I			I	I
7.	Course number beyond the hundred	A	A	A		A			A	I
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	I
11.	Cross list with another department: U or G level	A	A	A		A			A	I
12.	Department of record	A	A	A		A			A	I
13.	Open or close a course	A	A	A		A			A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A			A	I

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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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
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	--

		COUNCIL ³								Board of Trustees
Provost-Proposed Change		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	
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

Approval Chart for Curriculum Changes

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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

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 8-26-19

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	1/21/2020 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	1-24-2020 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	1/29/2020 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of faculty senate	_____ Approval date

President	
_____ Signature	_____ Approval date

Application for a New Course v10.7

Discard instructional pages A-C before submitting application

Course ID (<i>Subject and Number</i>)	ENGR 317
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I. Systems and Catalog Information Complete each item.

1	Course Developer	Lori Houghtalen
2	Course Instructor	Any engineering faculty member
3	Course Title	Engineering Project Management
4	Course Abbreviation for Banner if title is more than 30 characters	
5	College	Arts and Sciences
6	Department or School	Engineering and Physics
7	Number of Credit Hours	1
8a.	Number of contact hours – lecture	1.5
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	1
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☐ Traditional lecture ☐ Traditional lab ☒ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	1.5

15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	18
17	Catalog Description (50 words or less)	This course will introduce basic engineering project management principles in topic areas such as quality, scope, time, cost, resources, communications, risk, procurement, and integration management. Course is designed to prepare students to pass the Certified Associate in Project Management Exam administered by the Project Management Institute.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Junior standing
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	None
20	If the course is cross-listed, specify the Course ID(s)	
21	Does this course require any additional student course fees?	☐ No ☒ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-8.
22a	Will the course be offered in fall terms?	☐ No ☒ Yes If yes: all, even, or odd years? All
22b	Will the course be offered in spring terms?	☒ No ☐ Yes If yes: all, even, or odd years?
22c	Will the course be offered in summer terms?	☒ No ☐ Yes If yes: all, even, or odd years?
23	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Fall 2020
24	Is this course required for a degree/s?	☐ No ☒ Yes

		If yes, attach a revised degree plan(s) reflecting the placement of the new course.
25	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	☒ No ☐ Yes If yes, provide rationale:
26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	☐ No ☒ Yes If yes, provide course ID, term, and enrollment: ENGR 340 Fall 2019, enrollment = 9
27	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>	None

II. Curriculum

- A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan.

This course is the third required experience in the ProPEL sequence in the engineering curriculum; the recent engineering degree program revision anticipated the addition of this requirement.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

Project management is a skill that enables engineers to more successfully manage complex projects, and more effectively collaborate with others in project-oriented environments.

III. Course Design

- A. Audience and Course Goal

- Describe the intended audience, including prerequisite skills.
Third-year engineering students.
- State the overarching course goal(s) in performance terms.
Students should be able to pass the Certified Associate in Project Management exam administered by the Project Management Institute.

- B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Understand basic project management principles	quizzes, discussion, project, exam
2	Understand the key components of a successful project and how to embed the necessary processes, components, and attributes into execution of projects.	quizzes, discussion, project, exam
3	Understand scheduling techniques, budget implications and budget/funding timing.	quizzes, discussion, project, exam
4	Identify problems and understand risk management	quizzes, discussion, project, exam
5	Understand the tradeoffs of cost-schedule-performance (and quality)	quizzes, discussion, project, exam
6	Use the PMBOK Guide appropriately as a reference tool	quizzes, discussion, project, exam

3. Text and Resources

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

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

- A. full publication information; label **Undergraduate**.
- B. full publication information; label **Graduate**.

- Student membership in PMI
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition. Newtown Square, Pa. : Project Management Institute, Inc., 2017. ISBN-13: 978-1628251845 ISBN-10: 1628251845

(This resource is available digitally at no charge through the student membership in PMI)

IV. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Instructional Design — The syllabus must be reviewed by the Adams Center. Attach

	a copy of the Adams Center letter.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.
Attach if applicable	
5	Content Overlap — Include one document for each course you listed in Section I-27. Attach statement from Instructor/dept chair of existing course justifying the new offering.
6	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.
7	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.
8	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.
9	Justification — Attach any documents to which you refer in Section II-B.

Engineering Project Management Abilene Christian University

Course Description

This course will introduce basic engineering project management principles in topic areas such as quality, scope, time, cost, resources, communications, risk, procurement, and integration management. Students will learn and apply a variety of management strategies used in industry to cases and projects throughout the course. Practicing engineers will engage with the class to bring a variety of industry perspectives on project management to the classroom. Course is designed to prepare students to pass the CAPM (Certified Associate in Project Management) Exam administered by PMI (Project Management Institute).

Class Meeting Times and Location

Assigned class meeting time is Tuesdays in Onstead ____ from 12:00 - 1:20 pm.

The final exam period is scheduled for:

Intended Audience

ENGR 317 is a required course for engineering majors and intended to be completed during the fall semester of the junior year.

Prerequisite

Junior standing is required to enroll in ENGR 317.

Required Resources:

- Student membership in PMI
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition. Newtown Square, Pa. Project Management Institute, Inc., 2017. ISBN-13: 978-1628251845 ISBN-10: 1628251845
(This resource is available digitally at no charge through your student membership in PMI)

Contact Information

Name: Dr. Lori Houghtalen
Office: Onstead 137E
Phone: 325-674-6534
Email: lxh14a@acu.edu
Office hours: Mon 8-9:45 and 1-2, Friday 9 - 9:45, or by appointment

I have an open door policy; if my door is open you are welcome to come in. The times listed above are when I anticipate being in my office and will make every effort to be available. In the event you need me and do not find me in my office please send me an email and we can set up a meeting as soon as possible.

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. The instructor especially encourages the discussion of topics that would bear on integrating faith and professional responsibilities (cheating on licensure exams, weapons design and manufacture, environmental laws and employment opportunities in developing nations, etc.)

Competencies

By the end of this course students will be able to:

1. Understand basic project management principles
2. Understand the key components of a successful project and how to embed the necessary processes, components, and attributes into execution of projects
3. Understand scheduling techniques, budget implications and budget/funding timing
4. Identify problems and understand risk management
5. Understand the tradeoffs of cost-schedule-performance (and quality)
6. Utilize Microsoft Project to create a work breakdown structure, project schedule, and assign resources and costs to tasks
7. Use the PMBOK Guide appropriately as a reference tool

These competencies will be assessed using quizzes, discussion, projects, and an exam.

COURSE GRADING

Each of the following grade categories is discussed in more detail below.

Quizzes	25%
Projects	25%
Final exam	25%
Participation and professionalism	25%

Calculation of Final Course Grade*

The grading scale will be as follows:

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

*Instructor reserves the right to decrease the lower bound of the grade cut-offs.

Quizzes

Quizzes will be administered out of class using Canvas and/or LinkedIn Learning. A score of 100% on the online quiz is required to earn credit for the quiz. Multiple attempts are allowed.

Project

Projects will be assigned to integrate and apply concepts learned in the class. More details forthcoming, but students will be expected to work independently and in collaboration on tasks, to prepare analysis, and communicate recommendations verbally and in writing.

Final Exam

A final exam will be administered in the style of a practice CAPM exam.

Participation and professionalism

Our commitment is to make our class time meaningful; we expect each student to come prepared to think and to engage, and to be on time. Students will be asked to watch videos, submit 2-3 questions per week via Slack, read case studies, and prepare other content prior to coming to class, and are expected to do so in order to fully participate in classroom discussion and project work. Classroom time will be a mix of lecture, discussion, and individual and small group activities. Participation in these (and all classroom activities) is expected, and will make for a much better class experience. Instructors will post and update a participation grade periodically in Canvas.

COURSE POLICIES**Attendance**

Students are required to attend at least 80% of class meetings in order to receive credit for the course. If you miss more than 20% of the classes, you will be dropped from the class with a WF.

Communication

ACU email, Slack, and/or Canvas are the three official forms of class communication. General announcements and supplementary course materials will be posted on Canvas, and Canvas will also be used to report grades. Announcements that are time sensitive will be sent via ACU email.

Classroom rules

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.

Laptops, tablets, etc. are not permitted to be used in the classroom unless they are being utilized as part of an in-class activity. Students will be provided notice ahead of time when a laptop will be beneficial to have in class.

Professional Behavior

Engineers are expected to behave in a professional manner. For the purposes of this course, professionalism means that students show up on time, are prepared, are engaged, treat peers and the instructor with respect (both verbally and in written communication), and do not engage in disruptive classroom activities. Disruptive activities include but are not limited to: inappropriate use of phones, computers, tablets, etc.; "sidebar" conversations during class discussions or presentations, arriving late, leaving or packing up early, and repeatedly exiting and entering the classroom.

Removal from course

The instructors reserve the right to remove from the course any student whose behavior is disruptive to the learning environment for students or faculty.

DEPARTMENT POLICIES**Calculators**

If the course instructor determines that calculators may be used during the exams or other in-class graded activities, only NCEES approved calculators will be permitted. This is to help you begin preparing for the FE exam. Also per NCEES policy, software that simulates approved calculators will not be permitted. The NCEES policy may be reviewed at <http://ncees.org/exams/calculator-policy>. If you are unsure about your calculator, it is your responsibility to check with the instructor for approval. If you are caught using a non-approved calculator, you will not be allowed to complete the activity, and you will receive a zero for that activity (including tests).

The approved calculators include the following:

- Hewlett Packard – HP 33s, HP 35s, and no other
- Casio – All FX-115 models. Any Casio calculator must contain FX-115 in its model name.
- Texas Instruments – All TI-30X and TI 36X models. Any TI calculator must contain either TI-30X or TI-36X in its model name.

Late work: In order to assist students in developing the discipline of meeting deadlines, assignments must be turned in on time in order to receive credit. Students who are absent, for any reason and including absences for University approved activities, on the day an assignment is due should contact the instructor before the assignment is due for directions.

Engineering computation paper: All handwritten quantitative homework solutions must be submitted on engineering paper. ESA engineering paper may be purchased from ESA in Mr. Chad Longley's office. Each page should be labeled as indicated on the ESA pages, or as follows on other engineering paper:

<i>Student Name</i>	<i>Date submitted</i>	<i>Course and Assignment</i>	<i>Pg #</i>
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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) Failing to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submitting papers or projects obtained from another source (e.g., research service or club paper file) as one's own, 3) Falsifying information orally or in writing, and 4) Receiving, giving, or using unauthorized aid on an examination or quiz. 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/community/offices/administrative/office-of-the-provost/academic-integrity-policy.html>

ADA COMPLIANCE STATEMENT

"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."

ANTI-HARASSMENT POLICY

As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. When I am not able to keep your information confidential, I will only share it with responsible administrators on campus who can provide you with services and resources. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence or stalking that you report to me. If you would prefer to share information in a confidential setting, I encourage you to speak with someone

in the ACU Counseling Center. All of your options are available for review by clicking on the link to ACU's policy.

THE MISSION OF ACU:

To educate students for Christian service and leadership throughout the world.

THE MISSION OF THE COLLEGE OF ARTS AND SCIENCES:

The College of Arts and Sciences engages students with humanity's greatest ideas to create understanding, apply insights, and serve the world as Christian thinkers and problem solvers.

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.

Tentative Course Schedule

Date	Topic
27-Aug	PM Overview and parts of the PMBOK guide
3-Sep	Business docs, environments in which projects operate
10-Sep	PM role
17-Sep	Guest speaker (topic: project documents, role of PM)
24-Sep	Project integration management
1-Oct	Scope management, schedule management
8-Oct	Cost management, quality management
15-Oct	Resource management, communication
22-Oct	Risk management, procurement
29-Oct	Stakeholder management
5-Nov	Final WBS assignment, Microsoft Project Lab I
12-Nov	Guest speaker
19-Nov	Microsoft Project lab II
26-Nov	Project work time
3-Dec	Certification exam prep

Dr. Lori Houghtalen
Onstead Science Center 137E
Lori.houghtalen@acu.edu
325-674-6534

October 30, 2019

Re: Review of ENGR317

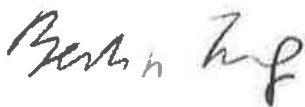
Dear Dr. Houghtalen,

Thank you for submitting ENGR317: Engineering Project Management. I have reviewed it based on the ACU Syllabus Guidelines. I find the syllabus to be meeting all requirements in an exemplary way, except the following details:

- Please add prerequisites/co-requisites, intended audience, and meeting time and place when it becomes available
- Please add description of how learning and Christian faith are integrated in the course
- Please add Title IX policy "Anti-Harassment Policy", which you can find from this template: <https://tinyurl.com/acusyllabus>.

There is no need to bring the syllabus to the Adams Center for further review. You can just send the revised version to the council. Please note that this letter is not meant to be a final approval in the course application process. Your department chair and members of the council may 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.



Director of Instructional Design, Adams Center

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: 15:56
TO: Dr. Lori Houghtalen
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 317 – Engineering Project Management

The library has examined the course application and syllabus and is able to support the proposed course. Thank you for letting us review the course proposal.



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 11/30/2019

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 317

Engineering Project Management

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

Department Chair

Date

College Dean

Date

Provost

Date

Vice President for Finance

Date

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