

Customized Instruction Course Sections: Additions, Changes, Deletions

Department: _____

Date: _____

Approved: _____

Term: _____

Department Chair

Dean

Students must be notified in advance of customized instruction tuition rates. Rates must be published in all course timetables and promotional materials. Compliance assures that appropriate charges and/or waivers are assessed during student registration and billing.

A D D	Course Number	Section	Course Title	Approved Customized tuition rate	Degree & Program (Approval must be on file)	*Fee Waiver check = Yes		**Account #
						Seg Fee	Text rental	

Change:

Drop:

* **Segregated Fees** are defined in UW-Stout *Policy 86-45*. Please refer to the policy and provide justification for the waiver. If requesting a textbook rental fee waiver, provide justification here as well: _____

** **Accounts and rates** must be established and approved prior to routing this form.

Distribution by initiator - please print on yellow (canary) Original: Student Business Services; copies: Department offering courses, Registration & Records (sections 001-599), Outreach Services (sections 600+), Instructional Resource Services (textbook waivers only).

Initiator (please print): _____