

Term:

Year:

**Hybrid Self-Support Approval Form**

Subject	Course #	Section #	CRN	Campus Code	Credits
_____	_____	_____	_____	_____	_____
Title: _____					

Please explain the need to create this class as Hybrid Self Support:

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Is this class required for a major? YES NO

**REVENUE**

Estimated number of students (example: 15 students)	
Instructional Fee per Student (example: an undergraduate 4 credit class is \$360 in instructional fees)	
<b>TOTAL REVENUE</b> [estimated students] x [instructional fee] (example: 15 x \$360 = \$5,400)	

**EXPENSES**

Instructor expense (including Salary & OPE) (example: \$3,000)	
Equipment/Supplies/Travel expenses (example: \$500)	
Room expense (only if there is a charge)	
Departmental Administration expense (example: \$500)	
Other expenses (explain):	
<b>SUBTOTAL EXPENSES</b> (please add above expense fields) (example: \$3,000+\$500+\$500=\$4,000)	
HSS Overhead charge (10% of Subtotal Expenses) (example: 10% of \$4,000 = \$400)	
<b>TOTAL EXPENSES</b> (please add Subtotal Expenses plus the HSS 10% Overhead charge) (example: \$4,000+\$400=\$4,400)	

<b>NET TOTAL</b> (subtract total expenses from total revenue) (example: \$5,400-\$4,400= \$1,000)	
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Index Code for revenue & expenditures (example: AAA022)	
Fee Code and Amount (example: F999 \$360 from course section information)	
Fee Code and Amount (BAO USE ONLY)	

**APPROVALS REQUIRED****Date**

Department Chair		
Dean's Approval		
OAA (Office of Academic Affairs) Approval		
BAO (Business Affairs Office) Approval		

*Please route to Scheduling – ADM once all approvals have been completed.*