



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: July 31, 2023

TO: Harold Pardue (Chair)
Elizabeth Adams
Lauren Brannan (FS)
Geoffrey Hudson (FS)
Mike Mitchell
Pamela Moore
Rick Schaffer

FROM:  Andrea M. Kent, Ph.D.
Executive Vice President and Provost

SUBJECT: Course Fee Review Committee 2023-2024

This will serve as your appointment to the Course Fee Review Committee for the 2023-2024 academic year. Dr. Harold Pardue will serve as Chair and will notify you of meetings.

The charge of this committee is to review proposals from departments to assess fees on particular courses. The committee will advise the President on whether to approve, deny or modify requested fees. The committee will also oversee reviews of departmental expenditures of course fee revenues to ensure that such fees are used for their intended purpose.

Thank you for your willingness to serve on the very important committee. If you are unable to serve, please notify me as soon as possible.

AMK:dbg