



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:

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)	
TOTAL REVENUE [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):	
SUBTOTAL EXPENSES (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)	
TOTAL EXPENSES (please add Subtotal Expenses plus the HSS 10% Overhead charge) (example: \$4,000+\$400=\$4,400)	

NET TOTAL (subtract total expenses from total revenue) (example: \$5,400-\$4,400= \$1,000)	
--	--

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

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.