

# Course and Laboratory Fee Approval Procedure 2018/2019

<b>June, 2018</b>	<u>Bursar's Office</u> sends course fee lists for fall semester to academic unit heads for review
<b>November 5, 2018</b>	ALL course fee changes due to Provost Office  Academic unit heads will submit a signed statement verifying that all course fees have been reviewed and are appropriate as outlined in policy (due in Provost Office with course fee changes).
<b>November</b>	Course fees reviewed by the Associate Provost, discussions if necessary with department chairs
<b>December</b>	Course fees reviewed by Director of Budget Spreadsheet of approved course fees is created
<b>December</b>	<u>Bursar's Office</u> sends course fee lists for spring semester to academic unit head for review
<b>January</b>	Course fee spreadsheet sent to academic deans for verification Course fees submitted to Board of Regents for approval Approved fees sent to Bursar's Office to enter into the system for collection
<b>February</b>	List of approved course/lab fees posted on Academic Affairs website

*Course fee DELETIONS can be submitted to the Provost office at any time and after approval by President, are reported to the Board.*

*Once approved, these will be listed on the Academic Affairs website.*

*October 9, 2018*