



October 17, 2017

To: Academic and Research Units

From: Susan Henrichs, Provost *Susan Henrichs*
Kari Burrell, Vice Chancellor Administrative Services *Kari Burrell*

Re: Course Fees Request Due Dates and Process

Course fee request must be submitted to the Provost's office for approval, and due dates for submission are indicated below. The dates are based on course scheduling announcement. The purpose for the due dates is to ensure that students have complete and accurate information regarding their tuition and fees prior to fee payment.

Spring Semester: September 1

Fall Semester: December 1

Summer Semester: February 1

For course fee approval procedure, please refer to the attached document.

Questions can be directed to Amanda Wall at 474-7552 and/or at aiwall@alaska.edu, or Jen Hoppough at 474-7096 and/or jahoppough@alaska.edu.

Cc: Julie Queen, Associate Vice Chancellor, Administrative Services
Amanda Wall, Director, Bursar's Office
Jane Smith, Administrative Specialist, Bursar's Office

COURSE FEE APPROVAL PROCEDURE:

1. All fees must be published in the applicable semester course schedule, special session course schedule or non-credit course schedule and in corresponding electronic equivalents. Fees that are not approved and not published in the applicable schedule will **not** be assessed. Any exception to the publication requirement requires Chancellor approval. Approval of such exceptions cannot be delegated.

2. Course Fee Approval Request Deadlines:

Course fee approval request must be submitted to the Provost's office for approval, and the due dates for submission are indicated below. The dates are based on course scheduling announcement. The purpose for the due dates is to ensure that students have complete and accurate information regarding their tuition and fees prior to fee payment.

Spring Semester: September 1

Fall Semester: December 1

Summer Semester: February 1

3. For-Credit Course Fees:

All course fee proposals (lab/material, distance, computer lab, etc.) originate in a department at a rural campus, CTC or CDE and must be approved by the corresponding School/Dean, Campus Director or CDE Director. Delegation of Dean's or Director's approval authority must be documented in writing to the Provost. Finally the request must be approved by the Provost, who will submit it to the Bursar's Office for implementation.

4. Fees for Non-credit Instruction

School or College Dean, Campus Director and the CDE Director have the authority to approve **non-credit instruction fees that are less than or equal to \$200**. Any delegation of Dean's or Directors approval authority must be documented in writing to the Provost. Fees of more than \$200 for non-credit instruction will require Provost approval in addition to Dean or Director approval.

5. Course Fee Approval Request Form:

Course fee approval requests can be submitted electronically via DocuSign. You will not need to print, scan or fax the form to sign and submit it, nor do you need to create any accounts to use this feature. Currently you can use the printable pdf forms, you may download those from our forms page.

DocuSign Link:

<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=4a9f81c8-32c2-4307-aded-41cb3d889eae>