




To: Deans

From: Mary Ellen Korman
Associate Director 

Date: September 20, 2016

Subject: UIC Course Fee Request - Policy and Deadlines

This memo communicates the timeline and process for submitting course fee requests and changes following the UIC Course Fee Policy posted on the Office of Budget and Program Analysis (BPA) website at <http://www.uic.edu/depts/oa/bpa/coursefees.html>

The policy defines the criteria for establishing a course fee and documents the approval process for new and existing course fee changes. It also defines the accounting and review practices that will be in place to facilitate monitoring of the funds. The course fee form, also found on the BPA website, is used to request the creation of a new course fee or to make a change to an existing course fee.

The form should be submitted to BPA@uic.edu; the analyst assigned to your college will review and process the request. You may find the analyst assigned to your college by referencing the list of BPA staff assigned units at <http://www.uic.edu/depts/oa/bpa/contact.html>. Once approved, BPA will submit the form to Classroom Scheduling for implementation and copy the college AFO and course fee requester.

Deadlines for Submission:

For the **Fall terms** - forms must be received **no later than February 15.**

For the **Spring terms** - forms must be received **no later than September 15.**

Classroom Scheduling will implement the approved changes but colleges are required to review the Schedule of Classes prior to the start of Fall Registration (near/approximately April 1) to ensure the new or changed Course Fee has been implemented properly for Fall and prior to the start of Spring Registration (near/approximately November 1) to ensure the new or changed Course Fee has been implemented properly.

If a college fails to notify Classroom Scheduling prior to students registering for a course that the course fee amount is incorrect, the fee listed is the fee that will be collected for that term. **Once a student has registered for a class, the course fee listed at that time is the course fee that will be implemented for that term.** Corrections will not be implemented until the following term.

I encourage you and your staff to review the policy and direct any questions you may have to my office.

cc: Academic Fiscal Officers, BPA, Paula Black, Erin Brady, Rob Dixon, Pat Hoey