BOISE STATE UNIVERSITY

OFFICE OF THE PROVOST

Course Fee Timeline

	Month	*Description*
☐	**January**	Course Fee Requests for subsequent Fall semester due to the Provost
	January/February	Requests reviewed & approved by Deans' Council, Executive Team, University President
	February	Approved Course Fees for subsequent Fall semester list sent from the Provost Office to Student Fiscal Services. *NOTE*: Fees are approved in perpetuity unless a specific time frame is noted on the request form.
	February	Student Fiscal Services enters approved Course Fees in PeopleSoft
☐	**February**	Run Validation Report to verify approved Fall semester course fees.
☐	**February/March**	Submit Fall semester corrections or changes to Validation report to Student Fiscal Services via the Student Fee Request (intake form). ***NOTE***: Changes must be pre-approved under University Policy #4200. Changes not allowed once Financial Aid is posted to student accounts 10 day prior to the first day of school.
	August	Course Fee Training offered by the Provost Office
☐	**September**	Course Fee Requests for subsequent Spring/Summer semesters due to the Provost
☐	**September 15**	Course Fee Annual Reports for previous fiscal year (Summer, Fall Spring) due to the Provost
	September/October	Requests reviewed & approved by Deans' Council, Executive Team, University President
	October	Approved Course Fees for subsequent Spring/Summer semesters list sent from the Provost Office to Student Fiscal Services
	October	Student Fiscal Services enters approved Course Fees in PeopleSoft
☐	**October**	Run Validation Report to verify approved Spring/Summer semesters course fees
☐	**October/November**	Submit Spring/Summer semesters corrections or changes to Validation report to Student Fiscal Services via the Student Fee Request (intake form). ***NOTE***: Changes must be pre-approved under University Policy #4200. Changes not allowed once Financial Aid is posted to student accounts 10 day prior to the first day of school.