

APPROVAL PROCESS FOR COURSE FEES

The following information applies to all mandatory student fees **other than** Student Service Fees.

1. After you have obtained signatures from the Department Chair and College Dean before forwarding the form to the Provost's Office in hardcopy to Administration Building, Room 310.
2. Requests for new fees and fee changes are reviewed every other year. They must be received by the Provost's Office **before** October 10th, the year reviews take place, if they are to be effective **the following** fall (e.g., the form must be received before October 10, 2014 to be implemented during the 2015-2016 school year).
3. After preliminary review, the fee requests are forwarded from the Provost's Office to the University Fee Advisory Committee. The committee is composed of 4 students, 2 faculty members and chaired by the Vice President for Student Affairs. The University Comptroller also serves on the committee but as a non-voting member.
4. The University Fee Advisory Committee reviews all fee requests every other year and makes its recommendations to the University President by late October/early November.
5. Fees approved by the University President are then submitted for approval to the UT System Board of Regents.
6. Decisions are forwarded to the Provost's Office between late February and early April. Approved fees are implemented the subsequent fall semester.