



**BOISE STATE UNIVERSITY**  
**OFFICE OF THE PROVOST**

## Course Fee Timeline

| <i>Month</i>                                     | <i>Description</i>  |
|--|---|
| <input type="checkbox"/> <b>January</b>          | 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. <i>NOTE:</i> 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   |
| <input type="checkbox"/> <b>February</b>         | Run Validation Report to verify approved Fall semester course fees.   |
| <input type="checkbox"/> <b>February/March</b>   | Submit Fall semester corrections or changes to Validation report to Student Fiscal Services via the Student Fee Request (intake form). <i>NOTE:</i> 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   |
| <input type="checkbox"/> <b>September</b>        | Course Fee Requests for subsequent Spring/Summer semesters due to the Provost   |
| <input type="checkbox"/> <b>September 15</b>     | 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   |
| <input type="checkbox"/> <b>October</b>          | Run Validation Report to verify approved Spring/Summer semesters course fees  |
| <input type="checkbox"/> <b>October/November</b> | Submit Spring/Summer semesters corrections or changes to Validation report to Student Fiscal Services via the Student Fee Request (intake form). <i>NOTE:</i> 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. |