

UNIVERSITY OF WISCONSIN OSHKOSH
Division of Finance and Administrative Services

APPROVAL PROCEDURE – SPECIAL COURSE FEES
(Effective April 1, 2011, updated November 29, 2018)

Special Course Fees are defined as charges in addition to the regular instructional fee (tuition) and segregated fees. Special Course Fees are assessed to all students enrolled in a course with an approved Special Course Fee. Special Course Fees must be used solely for support of the course involved. Special Course Fees can be used to cover only the cost of special fees related to a course and **cannot** be used for expenditures that are unrelated to the original Special Course Fee request (e.g., not for capital purchases, faculty travel to workshops, etc.). Difficulty in securing adequate regular budget support shall not be the determining factor in the decision to charge a Special Course Fee.

Course instructors initiate requests for Special Course Fees/Fee Increases to their department chairs. When filing the [Request for Approval of Special Course Fee/Fee Increase Form](#), be sure to complete the "Reason for Special Course Fee/Fee Increase" section. The justification needs to be specific and fit within the guidelines of UW System [Policy 825](#), the **Policy** presenting the guidelines for assessing special course fees. Add a rationale for the proposed Special Course Fee/Fee Increase. For example, an entry of “class handouts” is not adequate; specify what the handouts will be. “Studio supplies” is not an adequate entry; specify the type of supplies. Where the entry is "study tours," provide a breakdown of the cost of lodging, meals, airfare, miscellaneous, etc.

All Special Course Fees/Fee Increases for **GPR (General Purpose Revenue/State Tax Revenue)** courses for a particular semester/session **must** be approved prior to the beginning of registration for that semester/session. In order to allow processing time¹, the following deadline dates for requesting approval have been selected and must be met:

Course Semester/Session	Deadline Date for Initiating Approval Request
Summer and/or Fall	The preceding February 1 st
Spring	The preceding September 1 st

If the request for approval of a Special Course Fee/Fee Increase is not initiated by the applicable deadline date shown above, the department must wait until the next semester/session in which the course is offered to initiate the request for a Special Course Fee/Fee Increase by the applicable deadline date.

Questions about Special Course Fees/Fee Increases may be directed to Jean Wolfgang, Bursar, email wolfgangj@uwosh.edu, phone (920) 424-1442, office Dempsey Hall, Room 236.

¹ The length of processing time is important to students who are registering, to the Registrar staff member or department staff member inputting course descriptions into PeopleSoft, and to the Bursar staff member adding the approved fee to the course before the semester's/session's first student billing.