Technical Procedures for Course-Based Fees
Effective Fall 2018

1. Department submits fee request paperwork by deadline
   a. Summer/Fall – February 15th
   b. Spring – September 1st
2. While the fee request is pending, the requesting department is responsible for fee advertisement
   a. In the Bulletin (aka Catalog), course descriptions must include a generic statement that reads, “Course fee applies. Refer to the Schedule of Classes.”
   b. In the Schedule of Classes, the last sentence in the course description must read, “There is a $___ fee associated with this course.”
3. Approval to charge the fee is granted by SUNY System Administration
   a. Summer – by June 1st
   b. Fall – by July 1st
   c. Winter – by November 1st
   d. Spring – by December 1st
4. Department works with Accounting and Student Accounts to setup an account to receive fee revenues and a detail code to bill students with
5. For each term the department is responsible for ensuring that the fee is attached to all course sections for which it received approval
   a. Prior to registration:
      i. During course building the department must attach the fee to applicable course sections
      ii. After course building is closed, the department must email CBASM (cfchanges@binghamton.edu) to add the detail code and fee amount to the course in Banner
   b. After registration begins:
      i. All requests to add fees to courses will be referred to the Business Affairs Office
      ii. If Business Affairs approves the fee to be attached to applicable courses, CBASM will add the associated detail code and amount
   c. If the approved fee and fee amount are not attached to the course prior to billing, the fee will not be charged for that academic term and no revenue will be received by the department
6. Department is responsible for reconciling revenue activity in their account and ensuring that expenses in that account are directly associated with the fee purpose as reported in the approved fee request
7. Departments must review all courses for advertisement and proper course building each academic period
8. If a course number changes, the department must email Business Affairs explaining the nature of the change. Business Affairs will notify System Administration of the change and update campus inventory.