

**IU Bloomington School of Education**  
**Procedure for Fee Remission Credit Distribution Across Semesters**

**Procedure for making the request:**

1. If a student wishes to use more than 12 credits of fee remission within a semester, they must email their advisor with a rationale for why the use of the additional hours within the semester is necessary for their program progress (e.g., a required course is only offered in a certain semester). If the student is grant funded, they also need to tell their advisor who the business manager is for their center.
2. If the advisor approves, the advisor must then email their department administrator (or business manager for a grant-funded student) to indicate their approval and to explain why the use of the additional hours within the semester is necessary for the student's program progress.
3. If the student is grant-funded, the business manager contacts the SoE's Office of Research, Development and Innovation to consult with ORA, as needed.
4. The department administrator or business manager sends the request to the person in the SoE finance office who posts fee remissions (currently Lori Parker).
5. The SoE Finance Office fee remission poster will then post the additional hours.