

Policy Proposal, March 2021 Fee Remission Credit Distribution Across Semesters

Current Situation:

- Students – especially those who have 24-30 credits/year of fee remission -- have requested the ability to use their allocated credits of tuition more flexibly across semesters.
- Campus policy limits us to posting max 12 credits/semester. However, the Provost's office has said that we may make exceptions.
- Current Policy Language: *Fee remissions may be awarded for a maximum of 30 hours per 12-month period beginning with the start of the fall semester with at most 12 hours in any semester or combined summer session.*
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- <https://vpfaa.indiana.edu/policies/bl-aca-c8-fee-remission/index.html>
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Policy Proposal: If important for maintaining timely program progress, students may request to use more than 12 credits of their allocated fee remission within a semester (e.g. 11 credits in fall and 13 credits in spring). Requests should generally not result in the use of more than 24 credits across fall and spring semesters. However, for students with sufficient annual fee remission allotment (e.g., 30 hours), rare approval for up to 26 credits may be granted for fall/spring use when clearly necessary.

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.