

March 30, 2020

Dear Colleagues,

As you know, there have been many questions about course fees in the light of the move to remote instruction in Spring quarter. Here is the guidance from the Dean's Office.

1. The overall [university policy regarding course fees](#) remains unchanged, but the College is requiring that departments **review all Spring 2020 course fees in light of the present exceptional circumstances**.
2. Spring course fees can remain unchanged if the costs associated with offering the course and that are covered by the course fee remain unchanged when the course is offered online.
3. Spring course fees should be reduced when the course costs go down as a result of offering the course online. Course fees can be partially reduced, if only part of the fee no longer applies. **Changes should be completed by the end of this week.**
4. Please feel free to use the statement below for any questions from students. This text will also be located on the College's coronavirus resources page for your reference:
<https://admin.artsci.washington.edu/coronavirus-response-and-resources>

Even with the unexpected transition to remote teaching in Spring quarter, many course fees remain as important and relevant in supporting coursework in an online environment as when they were originally approved. Departments are reviewing all course fees related to Spring 2020 courses. Those costs that still apply to the online version of Spring courses will be charged as they normally would be. Costs that do not apply in the online version of the course will be removed from the course fee by the end of this week. No fee will be increased; the only adjustments will be to reduce fees that no longer apply.

Once a fee is revised in the system, you will be dropped and re-added to your course in order to update your account and reflect the revised fee. Unless you are contacted by the department, you do not need to take any action and will not otherwise be notified. However, we encourage you to review your account to ensure charges are correct.

5. The statement does not explicitly direct students to departments, but if students have questions about specific fees that will be charged, **departments must be able to explain those fees**. This is also part of current policy.
6. The College has decided that new costs associated with online instruction should not be addressed through course fees. If you have new instructional costs for online instruction that you were planning to cover with existing course fees, please consult with your Divisional Dean.
7. If you are changing a course fee, all students will have to be dropped and re-added to the course to correct their tuition bill. We realize this will be an administrative challenge, especially in the first week of class. UW-IT has confirmed that there is no technical workaround. If you have questions about managing this staff workload, contact Kevin Mihata (kmihata@uw.edu) or Cynthia Caci (ccaci@uw.edu).