

COURSE, LABORATORY, MISCELLANEOUS FEE PROPOSALS

OCTOBER

An email announcement is sent to Deans, Associate Deans and Chairs/Directors by the Assistant Vice Chancellor of Curriculum and Programs (AVCCP).

- Fee proposals for the 2025-2026 academic year will be due in mid December.
- Complete the **Course, Laboratory, Miscellaneous Fee Proposals Form** with the required administrator approvals.
- Send an electronic copy of the form to: curriculum@unomaha.edu

DECEMBER

Fee proposals are due to Academic Affairs.

- Fee proposals will first be reviewed by Academic Affairs and applicable offices.

JANUARY

Fee proposals are facilitated by Academic Affairs and will be reviewed and approved by:

1. The College Deans
2. Senior Vice Chancellor
3. Chancellor's Executive Leadership Team

Upon approval by the President, the recommended action for approval document is submitted for inclusion in the June Board of Regents meeting. While the President's Office reviews the proposals they may ask for additional information and expense details for the proposals.

A Board of Regents recommended action for approval document is prepared by the AVCCP and forwarded to the Chancellor.

FEBRUARY

The Chancellor will submit the fee proposals and recommended action for approval document to the President's Office.

MARCH - MAY

As the President's Office reviews the proposals, they may ask for additional information and expense details for a proposal.

JUNE

Upon approval by the President, the recommended action for approval document is submitted for inclusion in the June Board of Regents meeting.

JULY

After the Board of Regents has approved the fee requests, the AVCCP will notify the submitting department of such approval or denial of their request.

Legend:

Program's Responsibility

On Campus Process

Off Campus Process

Additional Information

Policies:

- **Request of Course, Laboratory, and Miscellaneous Fees Policy**
- **Student Fee Administration Policy**
- General policies governing the administration of Student Fees are set forth in **§5.9 of the Board of Regents Policies of the University of Nebraska**