# Course, Laboratory, Miscellaneous Fee Proposals

**October**  
An announcement is sent by the Assistant Vice Chancellor of Curriculum and Programs (AVCCP).
- Fee proposals for the following academic year will be due in early January.
- Complete the [Course, Laboratory, Miscellaneous Fee Proposals Form](mailto:curriculum@unomaha.edu) with the required administrator approvals.
- Submit the Form to curriculum@unomaha.edu

**December**  
Fee proposals are due to Academic Affairs by December 15th
- Fee proposals will first be reviewed by Academic Affairs and the Student Life and Wellbeing Fee Panel.

**February**  
Fee proposals will be reviewed and approved by:
1. The College Deans
2. Senior Vice Chancellor
3. Chancellor’s Executive Leadership Team
A Board of Regents recommended action for approval document is prepared by the AVCCP and forwarded to the Chancellor.
- The Chancellor will submit the fee proposals and recommended action to the President’s Office

**March**  
March 1st: The Chancellor will submit the fee proposals and recommended action for approval document to the President’s Office

**April - May**  
While the President’s Office reviews the proposals they may ask for additional information and expense details for the proposals

**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.

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**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