### 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 mid December.
  - Complete the [Course, Laboratory, Miscellaneous Fee Proposals Form](#) with the required administrator approvals.
  - Submit the Form to curriculum@unomaha.edu

**December**
- Fee proposals are due to Academic Affairs (Typically by the second week)
  - Fee proposals will first be reviewed by Academic Affairs and the Student Life and Wellbeing Fee Panel.

**January**
- 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

**February**
- The Chancellor will submit the fee proposals and recommended action for approval document to the President’s Office

**March - 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.

### 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