

Course, Laboratory, Miscellaneous Fee Proposals

October	<p>An announcement is sent by the Assistant Vice Chancellor of Curriculum and Programs (AVCCP).</p> <ul style="list-style-type: none"> • 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	<p>Fee proposals are due to Academic Affairs (Typically by the second week)</p> <ul style="list-style-type: none"> • Fee proposals will first be reviewed by Academic Affairs and the Student Life and Wellbeing Fee Panel.
January	<p>Fee proposals will be reviewed and approved by:</p> <ol style="list-style-type: none"> 1. The College Deans 2. Senior Vice Chancellor 3. Chancellor’s Executive Leadership Team <p>A Board of Regents recommended action for approval document is prepared by the AVCCP and forwarded to the Chancellor.</p> <ul style="list-style-type: none"> • The Chancellor will submit the fee proposals and recommended action to the President’s Office
February	<p>The Chancellor will submit the fee proposals and recommended action for approval document to the President’s Office</p>
March - May	<p>While the President’s Office reviews the proposals they may ask for additional information and expense details for the proposals</p>
June	<p>Upon approval by the President, the recommended action for approval document is submitted for inclusion in the June Board of Regents meeting.</p>
July	<p>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.</p>

Legend:	Additional Information
Program’s Responsibility	
On Campus Process	
Off Campus Process	
Policies:	
<ul style="list-style-type: none"> • 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 	