

# Course, Laboratory, Miscellaneous Fee Proposals

<b>October</b>	<p>An email announcement is sent to Deans, Associate Deans, and Chairs/Directors from Academic Affairs.</p> <ul style="list-style-type: none"> <li>• Fee proposals for the 2026-27 academic year will be due in mid-December.</li> <li>• Complete the <a href="#">Course Laboratory, Miscellaneous Fee Proposals Form</a> with the required administrator approvals.</li> <li>• Send an electronic copy of the form to: <a href="mailto:curriculum@unomaha.edu">curriculum@unomaha.edu</a></li> </ul>
<b>December</b>	<p>Fee proposals are due to Academic Affairs.</p> <ul style="list-style-type: none"> <li>• Fee proposals will first be reviewed by Academic Affairs and applicable offices.</li> </ul>
<b>January</b>	<p>Fee proposals are facilitated by Academic Affairs and will be reviewed and approved by:</p> <ol style="list-style-type: none"> <li>1. The College Deans</li> <li>2. Senior Vice Chancellor</li> <li>3. Chancellor's Executive Leadership Team</li> </ol> <p>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.</p> <p>A Board of Regents recommended action for the approval document is prepared by Academic Affairs and forwarded to the Chancellor.</p>
<b>February</b>	<p>The Chancellor will submit the fee proposals and recommended action for approval document to the President's Office.</p>
<b>March through May</b>	<p>As the President's Office reviews the proposals, they may ask for additional information and expense details for a proposal.</p>
<b>June</b>	<p>Upon approval by the President, the recommended action for approval document is submitted for inclusion in the June Board of Regents meeting.</p>
<b>July</b>	<p>After the Board of Regents has approved the fee requests, Academic Affairs will notify the submitting department of such approval or denial of their requests.</p>
<b>Additional Information</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>• <a href="#">Request of Course Laboratory, and Miscellaneous Fees Policy</a></li> <li>• <a href="#">Student Fee Administration Policy</a></li> <li>• General Policies governing the administration of student fees are set forth in <a href="#">§5.9 of the Board of Regents Policies of the University of Nebraska</a></li> </ul>

## Legend:

Program's Responsibility

On Campus Process

Off Campus Process