

Academic Affairs/Academic Services Student Fee Process

- A request is sent from the Vice Chancellor for Academic Affairs via the UNMC Academic Services office to deans, directors, and college administrators requesting all student fee changes (additions, deletions, increases and decreases) along with justifications to be submitted by a specific board of regent designated deadline (no later than March 1 of each year) for the next academic year.
- Included in the email sent to the deans and administrators is an attachment of the previous year's fees.
- Deans and unit administrators collect all fee change requests for their unit and forward these to Academic Services by the identified deadline.
- Once Academic Services receives all requests and justifications, a spreadsheet of the changes is created and submitted for review by the Vice Chancellor of Academic Affairs.
- The Vice Chancellor may request further justification of changes and/or decline requests for changes.
- After final review by the Vice Chancellor of Academic Affairs, the student fee changes request/justifications spreadsheet is sent to Central Administration/Office of the President for review and/or approval.
- Further questions from Central Administration/Office of the President are sent to the Vice Chancellor of Academic Affairs for further evaluation or justifications.
- After final approval by the President, a report is included as part of the Board of Regents agenda.



UNMC Course Fees, Laboratory Fees, and Miscellaneous Fees Approval Form
(Use one form for each fee)

New Fee
 Existing Fee

Date:	College:	Department: <i>(if applicable)</i>
Name of Fee:		
Type of Fee: <i>(e.g laboratory, miscellaneous)</i>		
Current fee charged per student:		
Proposed fee charged per student:		
Proposed fiscal year income: <i>(# of students X fee)</i>		
Proposed fiscal year expenditures: <i>Attach a detailed list of expenditures to be made from income</i>		
Current source of funding of present expenditures:		
Current balance in the account for existing fees:		
Cost Center:		
Justification: <i>(Provide an explanation of need for fee change. If you have more than one year of accumulated revenue in this account, also please provide a succinct plan for how these funds will be used in the future. Use attachments if necessary)</i>		

 Signature College Dean

 Date

 Signature VC Academic Affairs

 Date