ACADEMIC PROPOSALS THAT REQUIRE ABOR APPROVAL
(New proposals or changes that exceed the growth rate.)

Planning Stage (Early Spring)

- Decision is made to pursue PF or DT to fund enhancements to the student experience.
- Draft Budget for enhancement.
- Identify student population & their program(s). Are there any other fees that will impact the students within the college or program?
  - NO
  - YES

- Draft Budget for enhancement.
- Review ABOR policies and budget information regarding program fees.
- Review ABOR policies and budget information regarding differential tuition.
- Is the student population contained in all graduate academic programs in a college, school or campus?
  - NO
  - YES

Prepare & Submit (Summer)

- Complete the correct request forms; in UAccess workflow & attach the ABOR pdf form, by due date July 1.
- Complete student consultation from Elected student representatives (College councils & Associated student government), REQUIRED.
- Finalize budget for program enhancement.
- Must get access to online form through UAccess. For request procedures and details, visit the Forms & Resources webpage.

August & September

- Collaborate with Academic Administration to submit the request by August 1.
- Review ABOR policies and budget information regarding program fees.
- Review ABOR policies and budget information regarding differential tuition.

October

- Presidential Sign-off & SUBMISSION to ABOR.

November

- ABOR Decision.

December

- Academic Administration submits proposals to UArizona President by October 1.

DEADLINE

- This process includes review by the university fees committee.

- Finalize budget for program enhancement.
- Complete student consultation from Elected student representatives (College councils & Associated student government), REQUIRED.
- Must get access to online form through UAccess. For request procedures and details, visit the Forms & Resources webpage.

- Once approved by ABOR, a communication will be sent to the department and campus partners for implementation. The new fee will be publish in the University Fees website.

- The owners need to create a new fee account, a new financial aid set-aside account, and item types for the proper management of this fee. Visit the university fees website for additional resources.

The purpose of these other fees must be reviewed to make sure they do not overlap with the purpose of the PFDT. The university fees committee will consider the full cost of attendance (COA) before routing this proposal to ABOR.

- The owners need to create a new fee account, a new financial aid set-aside account, and item types for the proper management of this fee. Visit the university fees website for additional resources.

This process includes review by the university fees committee.