COURSE FEE REQUEST

Planning Stage

Decision is made to pursue class/course fee to fund higher cost of instruction. For an already approved course.

Type of Request:
- Modification Requests: Has the fee been implemented for at least 4 terms?
- New Requests: follow the “Yes” path.

Identify student population & their program(s). Is there any active program fee or differential tuition (PFDT) for college/program the course belongs too?

Have Faculty complete the Preparation Documents for Initiator.

The University Fees Manager, Dept. Heads, and University Fees Committee give preliminary approval.

The purpose of the PFDT fees must be reviewed to make sure they do not overlap with the purpose of the CF. The university fees committee will consider the full cost of attendance (COA) for the student before routing this request to ABOR by using the COA report from Analytics.

Complete the correct request form on UAccess workflow and ABOR pdf. Attach all documents.

Prepare and itemized cost breakdown and any other supporting documentation needed for the approval of the fee.

Must complete training and get access to online form. For access and request procedures look at the “Initiator Instructions for CF Workflow Process” procedures.

Deadline

December
- The University Fees Committee meets to review all fee proposals and vote on whether or not it should be forwarded to ABOR.

January/February
- Fee proposals, worksheets and forms due to ABOR (Feb/March).

March/April
- ABOR Tuition & Fees (T&F) Hearing, & Workshop Meetings happen.

ABOR T&F Setting meeting (Board votes on T&F).

New account and Item type will be needed for the proper managing of this fee. Pooled class fees are allowed, per UA policy those with 5k+ revenue get their own account.

Requester collaborates with Academic Administration to finalize request.

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Dependency

Fall

Only one path is followed at a time. If there is a “Yes” path, then the next step is followed. If there is a “No” path, then the previous step is followed.