COURSE FEE REQUEST

Planning Stage	Fall	December	January/February	March/April

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

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

— NO — / — YES —

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.

Have Faculty complete the _Preparation Documents for Initiator._

Type of Request:

Modification Requests: Has the fee been implemented for at least 4 terms?

New Requests: follow the "Yes" path.

— NO —

Per UA policy the fee must be implemented for four terms before an increase can be done.

Is the request a reduction or deletion?

— Yes —

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

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

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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.

D E A D L I N E

Requester collaborates with Academic Administration to finalize request

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

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

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.