Policy for Request of All Planned Changes in Course, Laboratory and Miscellaneous Fees

Scope

This policy should be followed by departments requesting any planned changes to course, laboratory, and miscellaneous fees.

Policy Statement

University of Nebraska institutions are funded through multiple revenue sources including state appropriations, tuition, student fees (mandatory, non-mandatory) and other miscellaneous fees, grants and donations.

The Legislature’s Appropriations Committee determines annual state appropriation levels, while each campus establishes its own tuition rates, which are approved by the Board of Regents. Each campus is also authorized to establish mandatory, non-mandatory and other miscellaneous student fees at its discretion at rates associated with their unique needs. Either the student body, the Board of Regents or University of Nebraska Kearney administration, depending on the fee type, provides review and approval of student fees.
The Finance Office will periodically audit course, laboratory, and miscellaneous fees to determine whether student fees collected are 1) being used only for expenditures outlined in each fee proposal, 2) fund balances are monitored and controlled, and 3) written explanations are provided as to the appropriateness and intended use of excessive fund balances due to surpluses built over time.

Reason for Policy

The Chancellors on each of the campuses shall report to the President no later than March 1 of each year a listing of all planned changes in student fees of any nature for the next academic year. Any planned changes in fees must be approved by the President and subsequently included as a report to the Board of Regents in a meeting agenda, prior to the proposed implementation of all planned changes in student fees. A list of all laboratory fees will be included in the schedule of classes that is provided to students prior to the time that they register for classes.

Procedures

An annual announcement is sent by the Vice Chancellor for Business and Finance (VCBF) in mid-October notifying the campus to submit requests for all planned changes to student fees. The request is submitted on a Campus Course, Laboratory and Miscellaneous Fee Approval Form. The form is routed to the appropriate Chair, Director, Dean, Vice Chancellor and/or Chancellor for approval and submitted to the VCBF by mid-November.

All course, laboratory, and miscellaneous fees are reviewed by the Assistant Vice Chancellor for Business & Finance, the Director of Finance and the Student Accounts Manager (Business and Finance Fee Panel). An initial review will be completed and additional information may be requested from the submitting department. The Panel’s recommendations will be submitted to the Vice Chancellor for Business & Finance.

The VCBF will submit via email the course, laboratory, and miscellaneous mandatory/non-mandatory fee requests to the following group (Academic Administrative Review Group):

- Dean of Student Affairs
- Academic Deans or their designee
- Dean of Graduate Studies
- President of Faculty Senate
- President of Student Government or their designee

This group will review these requests and provide comments. A specific deadline for replying will be included with the notification. This group will be notified if no requests are received.
Once the input is received, the VCBF will submit a summary report to the Chancellor outlining what was requested and what is being submitted for approval. The Chancellor has final approval authority.

A Board of Regents recommended action for approval document is prepared by the VCBF and forwarded to the Chancellor for submission to the President for approval. Upon approval by the President, the recommended action for approval document is submitted for inclusion in the May Board of Regents meeting agenda.

After the Board of Regents has approved the fee requests, the VCBF will notify the submitting department of such approval or denial of their request.

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**Definitions**

**Course Fee.** A charge established to cover the costs related to a particular course, for example, the costs associated with the bulk purchase of self-assessments or copyright fees.

**Laboratory Fee.** A charge made to students to underwrite, in whole or in part, the cost of service, rentals, and consumable supplies utilized in a laboratory environment. These include, for example, such materials as manuals, chemicals, glassware, protective or other clothing, computer related software and expendables, paints, brushes and canvasses.

**Miscellaneous Student Fee.** All fees other than UPFF, course, and laboratory fees charged to students incidental to the providing of instruction. Examples of Non-Mandatory fees included within this category are application fees, transcript fees, teacher placement fees, special instructional fees, late payment fees, and returned check fees. Examples of Mandatory fees included within this category are Library fee, Technology fee, Student Records, Academic Success, Multicultural Affairs, UG Research Fellow, and Student ID fee.

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**Additional Contacts**

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**Forms**
Campus Course, Laboratory, and Miscellaneous Fee Approval Form

Related Information

General policies governing the administration of Student Fees are set forth in §5.9 of the Board of Regents Policies of the University of Nebraska

History

This policy replaces current policy located at Business and Finance Policy and Procedures