DATE: November 20, 2015

TO: Academic Deans and Directors
FROM: David Jones, Vice President for Academic Affairs

SUBJECT: Fee Book Proposals for FY2017

Proposals for changes to the Fee Book for FY2017 will be accepted through the end of the Fall semester. Proposals from academic units are due to the Office of Academic Affairs by December 17, 2015. All proposals must be reviewed and approved by the college dean or appropriate academic administrator prior to submission. Academic Affairs will relay requests to the Division of Administration for final consideration.

The fee proposal forms may be downloaded from http://www.uwyo.edu/administration/feebook/ (links found at the bottom of the page) or you may contact the Office of the Vice President for Administration at 6-5766 to have forms sent as e-mail attachments.

Information to all fee-charging units has been distributed from the Vice President for Administration. The following criteria apply specifically to academic program fee proposals:

1. **Fees for services to the public:** Academic units that charge fees to the public for use of equipment, facilities, or clinical or other services may propose changes to these fees based on documented quantitative evidence of changes to the costs of providing the service.

2. **Pass through fees:** Academic units that charge fees in order to purchase specific degree- required items or services for their students AT COST may propose changes to these fees based on documented quantitative evidence of changes to these specific externally-determined costs. Examples of pass-through fees include: fees for mandatory background checks, immunizations and screenings, uniforms, required licenses or certifications, etc.
3. **Practicum and internship site administration fees:** Academic units that charge fees for administration of practicum or internship sites may propose changes to these administration fees based on clearly documented quantitative evidence of changes to the site administration costs.

We expect units that have such fees and also charge differential tuition--that is, Pharmacy and Nursing--to evaluate the impact of folding such fees into their differential tuition charges in order to reduce the number of separate charges to students. Proposals to change the differential tuition rates based on changes to costs of administering practicum sites will be considered.

4. **Physical education course fees:** Fees for physical education courses (i.e. skiing, snowboarding, climbing, and horsemanship) may be adjusted based on documented quantitative changes to costs of offering these courses.

5. **Computing fees:** No college-specific changes to student computing fees will be accepted. However, deans are invited to propose approaches to pooling student computing fee revenues and using them more efficiently in support of student computing facilities.

6. **Lab Fees:** Student fees for labs associated with lecture sections may be submitted for consideration. Deans must ensure that budgets for these labs are included in the proposal. **Revenues generated from lab fees can be used for no other purpose than to support the student labs affiliated with the appropriate courses.**

7. **All other course or program fees:** No other new course or program fees will be considered for FY2017.

In addition, proposals to reduce fees, to correct fee book information, and to include fees currently charged but previously omitted from the fee book will be accepted.

cc: Tami Benham-Deal, Ann Hild, Anne Alexander, William Mai, Janet Lowe