

UNIVERSITY OF WYOMING

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To: Academic Deans and Directors
From: Alyson Hagy
Subject: Fee Book Proposals for FY2015

Proposals for changes to the Fee Book for FY2015 will be accepted this fall. Proposals from academic units are due to the Office of Academic Affairs by November 8, 2013. 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/index.html>
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 is forthcoming shortly from the Interim Vice Presidents 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.
 - a. However, 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. *All other course or program fees.* Deans and directors are invited to develop a limited number of specific, well-documented proposals for course fees. This category includes laboratory or studio course fees, field work and study fees, or any other fees that support a high quality learning experience at the University of Wyoming. Please be aware that the campus conversation regarding course fees is ongoing. It is possible none of these proposals will be approved for FY 2015.

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: Dick McGinity, David Jones, Janet Lowe, Arley Williams