



Vice President for Administration  
Department 3982 • Room 202H, Old Main • Laramie, WY 82071  
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December 15, 2017

TO: Executive Council, Deans, Directors and Department Heads

FROM: William Mai, Vice President for Administration 

SUBJECT: Fee Book for FY 2019

The University of Wyoming *Fee Book* is being prepared for review and revision for FY 2019. Please review the current *Fee Book* to determine whether changes are needed in the fees and charges being assessed or narratives need to be revised. If new fees and charges are being proposed, please provide a detailed description and rationale for the request together with supporting documentation showing the cost and revenue projections and assumptions used to make those estimates.

*Please Note: The Board of Trustees approved new Program Fees and starting July 1, 2018 all course fees and ghost fees will not be allowed. The new section IV of the Fee Book is attached. Please review this section to see which fees have been eliminated.*

When published, the *Fee Book* is the official policy of the Board of Trustees. It is essential that the information contained in the *Fee Book* is accurate as billing, collection, and refund activity for FY 2019 is based on this publication. No fees, charges, deposits, or refunds will be allowed unless they are included in the *Fee Book*. To be considered for the FY 2019 *Fee Book*, all forms must be received by the Vice President for Administration no later than **January 3, 2018**.

All requests for changes to existing fees must:

1. Be a result of the increase in anticipated fringe rates, and/or increases in utility costs;
2. Be complete and submitted on the form provided; and
3. Include the signature, either electronic or hard copy of the appropriate Dean, Director or Vice President. (Requests lacking proper signatures and approval will not go forward for review.)

Costs for these increases should be calculated as follows:

1. Salaries
  - Assume no salary increases for FY 2019
2. Employee Fringe:

|                 |       |
|-----------------|-------|
| Faculty/AP      | 43.3% |
| Staff/Other Ben | 56.1% |
| Non-Benefited   | 3.9%  |
3. Utilities
  - Where applicable, projected increase of 4.9% for FY 2019.

Templates for student mandatory fees, room board and rent will be provided to those entities that are involved. Please contact PJ Shumway with questions about the templates at 766-4183 or [shumway@uwyo.edu](mailto:shumway@uwyo.edu).

The fee form may be downloaded from <http://www.uwyo.edu/administration/feebook/index.html>, or contact the office of the Vice President for Administration at 766-5766 or [mdrever@uwyo.edu](mailto:mdrever@uwyo.edu) to have the form sent as an e-mail attachment.

Thank you for your assistance in meeting the submission deadline.

**FY 2019  
Proposal Submissions and Review Calendar  
December 15, 2017**

| <b>Date</b>     | <b>Calendar Item</b>  |
|-----------------|---|
| December, 2017  | Instructions Memo from William Mai and forms emailed to Executive Council, Deans, Directors, and Department Heads |
| January 3, 2018 | Deadline for submission of completed forms to Vice President for Administration                                   |
| January, 2018   | Review and analysis   |
| January, 2018   | Convene Fee Book committee to make recommendations to Executive Council   |
| February, 2018  | Review proposals at Executive Council meeting   |
| February, 2018  | ASUW Mandatory Fee review and action on proposed mandatory fee recommendations.                                   |
| February, 2018  | Draft Board of Trustees item for March meeting  |
| March, 2018     | Board of Trustees approval  |
| April, 2018     | 2019 <i>Fee Book</i> published online   |

**REVISED Section IV- includes new fee program approved by the Board of Trustees in November 2017.**

**IV. Program and Special Course and Other Fees**

**Part A: Program Fees**

|  | <b>FY 2017</b>    | <b>Chart Field</b> |
|--|-------------------|--------------------|
| <b>College of Agriculture</b>  |                   |                    |
| <b>Advising fee</b><br>(applies to all on-campus AECL, AGECL, AGRI, ANSC, ENTO, ESM, FCSC, FDSC, MICR, MOLB, PATB, PLNT, REWM, RNEW, SOIL course codes below the 5000-level)                             | 6.00/credit hour  | TBD                |
| <b>Science-Quantitative (Sci-Q) Program Fee</b><br>(applies to all on-campus AECL, AGECL, AGRI, ANSC, ENTO, ESM, FCSC, FDSC, MICR, MOLB, PATB, PLNT, REWM, RNEW, SOIL course codes below the 5000-level) | 15.00/credit hour | TBD                |

|  | <b>FY 2017</b>    | <b>Chart Field</b> |
|--|-------------------|--------------------|
| <b>College of Arts &amp; Sciences</b>  |                   |                    |
| <b>Advising fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the College of Arts and Science)   | 6.00/credit hour  | TBD                |
| <b>College of Arts and Science Program Fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the College of Arts and Science, with the exception of the codes described in the Sci-Q and Visual and Performing Arts Program fees below.) | 3.00/credit hour  | TBD                |
| <b>Science-Quantitative (Sci-Q) Program Fees</b><br>(applies to all on-campus ANTH, ASTR, BOT, CHEM, GEOG, GEOL, LIFE, MATH, PHYS, STAT, ZOO course codes below the 5000-level)  | 15.00/credit hour | TBD                |
| <b>Visual and Performing Arts (VPA) Program Fees</b><br>(applies to all on-campus ART, MUSC, THEA course codes below the 5000-level)   | 25.00/credit hour | TBD                |

|   | <b>FY 2017</b>    | <b>Chart Field</b> |
|---|-------------------|--------------------|
| <b>College of Business</b>  |                   |                    |
| <b>Advising fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the College of Business)        | 6.00/credit hour  | TBD                |
| <b>College Program Fee</b><br>(Applied to all on-campus course codes below the 5000-level offered by the College of Business) | 20.00/credit hour | TBD                |

| <b>College of Education</b>  | <b>FY 2017</b>    | <b>Chart Field</b> |
|--|-------------------|--------------------|
| <b>Advising fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the College of Education)        | 6.00/credit hour  | TBD                |
| <b>College Program Fee</b><br>(Applied to all on-campus course codes below the 5000-level offered by the College of Education) | 22.00/credit hour | TBD                |

| <b>College of Engineering and Applied Science</b>   | <b>FY 2017</b>    | <b>Chart Field</b> |
|---|-------------------|--------------------|
| <b>Advising fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the College of Engineering and Applied Science) | 6.00/credit hour  | TBD                |
| <b>College Program Fee</b><br>(Applied to all on-campus course codes below the 5000-level offered by the College of Engineering)              | 25.00/credit hour | TBD                |

| <b>Haub School of Environment and Natural Resources (ENR)</b>   | <b>FY 2017</b>    | <b>Chart Field</b> |
|---|-------------------|--------------------|
| <b>Advising fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the Haub School)  | 6.00/credit hour  | TBD                |
| <b>Haub School Program Fee</b><br>(Applied to all course codes below the 5000-level offered by the Haub School) | 20.00/credit hour | TBD                |

| <b>College of Health Sciences</b>   | <b>FY 2017</b>    | <b>Chart Field</b> |
|---|-------------------|--------------------|
| <b>Advising fee</b><br>(applies to all on-campus course codes below the 5000-level offered by the College of Health Sciences)   | 6.00/credit hour  | TBD                |
| <b>College of Health Sciences Program Fee</b><br>(applies to on-campus SOWK, WIND course codes below the 5000-level offered by the College of Health Sciences, with the exception of the programs listed below) | 6.00/credit hour  | TBD                |
| <b>Communication Disorders Program Fee</b><br>(applies to all SPPA, course codes below the 5000-level)  | 21.00/credit hour | TBD                |
| <b>Kinesiology And Health Program Fee</b><br>(applies to all HLED, KIN course codes below the 5000-level)   | 21.00/credit hour | TBD                |
| <b>Nursing Program Fee</b><br>(applies to all NURS course codes below the 5000-level)   | 21.00/credit hour | TBD                |

## IV. Program and Special Course and Other Fees

### Part B: Special Course and Other Fees

|   | FY 2018        | Chart Field |
|---|----------------|-------------|
| <b>College of Agriculture</b>   |                |             |
| <b>Graduate Student Computing Fee</b> , per semester, full-time graduate students   | 34.00          | 1001-16031  |
| Graduate Computing fee, part-time student, per credit hour<br>Graduate Students:<br>Maximum part-time assessment \$34/semester<br>All students - academic year and summer | 3.95           |             |
| <b>Family and Consumer Sciences</b>   |                |             |
| Diet or recipe analysis   | 50.00/analysis | 1700-20938  |
| Graded Exercise Fitness Test with oxygen consumption (VO2max) and electrocardiogram (EKG) monitoring  | 175.00         |             |
| Resting Metabolic Rate (RMR) testing and analysis   | 50.00          |             |
| Body Consumption Analysis via skinfolds   | 10.00          |             |

|   | FY 2018 | Chart Field |
|---|---------|-------------|
| <b>College of Arts &amp; Sciences</b>   |         |             |
| <b>Graduate Student Computing Fee</b> , per semester, full-time graduate students   | 34.00   | 1001-16032  |
| Graduate Computing fee, part-time student, per credit hour<br>Graduate Students:<br>Maximum part-time assessment \$34/semester<br>All students - academic year and summer | 3.95    |             |

| <b>College of Arts &amp; Sciences</b>  | <b>FY 2017</b> | <b>Chart Field</b> |
|--|----------------|--------------------|
| <b>Mathematics</b>   |                |                    |
| Calculator rental fee – per semester   | 10.00          | 1700-13153         |
| Acing Algebra – Math Refresher Course  | 125.00         | 1700-16780         |
| <b>Music</b>   |                |                    |
| Applied music fees, w/faculty member 1/2 hour lesson per week per semester, academic year and summer | 150.00         | 1700-13454         |
| Applied music fees, w/faculty member. One hour lesson per week per semester, academic and summer     | 300.00         | 1700-13454         |
| Music instrument rental fee  | 25.00          | 1700-13168         |
| Music locker fee, per student  | 15.00          | 1700-13168         |
| Public School Music Methods fee, per class   | 5.00           | 1700-13168         |
| Music - Practice Rooms, per semester<br>Unlimited practice as rooms are available                    | 35.00          | 1700-13168         |
| <b>Political Science</b>   |                |                    |
| Internship Program sponsored by the Washington Center  | 200.00         | 1700-13267         |
| <b>Psychology Department</b>   |                |                    |
| Cognition and Emotion Laboratory lost damaged equipment charge                                       | COST           |                    |

| <b>College of Business</b>  | <b>FY 2018</b> | <b>Chart Field</b> |
|---|----------------|--------------------|
| <b>Graduate Student Computing Fee</b> , per semester, full-time graduate students   | 34.00          | 1001-16033         |
| Graduate Computing fee, part-time student, per credit hour<br>Graduate Students:<br>Maximum part-time assessment \$34/semester<br>All students - academic year and summer   | 3.95           |                    |
| <b>MBA Program Office</b><br><br>Transcript evaluation fee – Graduate<br>This fee, to be paid by cashier's check, must be paid prior to transcript evaluations for students interested in the MBA Programs who have not applied for admission to the University of Wyoming. | 25.00          | 1700-18667         |

| <b>College of Education</b>   | <b>FY 2018</b> | <b>Chart Field</b> |
|---|----------------|--------------------|
| <b>Graduate Student Computing Fee</b> , per semester, full-time graduate students Lab and Equipment fee | 34.00          | 1001-16031         |
| EDAG 3180 Welding Technology, per course  | 90.00          | 1700-16416         |
| EDEX 5100   | 350.00         | 1700-16414         |
| EDEX 5200   | 350.00         | 1700-16414         |
| Counselor Education Training Clinic fees  |                | 1700-16415         |
| CNSL 5310   | 20.00          |                    |
| CNSL 5320   | 20.00          |                    |
| CNSL 5610   | 20.00          |                    |
| CNSL 5860   | 20.00          |                    |
| CNSL 5875   | 20.00          |                    |
| CNSL 5580 Counselor Education Internship fee  | 25.00          |                    |
| EDAD 5580 Educational Leadership Internship fee   | 25.00          | 1700-16413         |

| <b>College of Education</b>  | <b>FY 2018</b> | <b>Chart Field</b> |
|--|----------------|--------------------|
| Curriculum and Instruction Endorsement Area application fee  | 40.00          | 1700-16417         |
| Background Check for Counselor Education Program admission   | 25.00          | 1700-16415         |
| Counselor Education Clinic fee for substance abuse evaluation  | 50.00          | 1700-16415         |
| EDCI 5580 5580 Supervised Internship in Early Childhood Education  | 20.00          | 1700-16417         |
| Service Fee, Out-of-state students enrolled in non-Wyoming institutions teaching in Wyoming and supervised by UW | 700.00         | 1700-13456         |
| Service Fee, UW students requesting out-of-state student teaching placements                                     | 100.00         | 1700-13456         |

| <b>College of Health Sciences</b>   | <b>FY 2018</b> | <b>Chart Field</b> |
|---|----------------|--------------------|
| <b>Graduate Student Computing Fee</b> , per semester, full-time graduate students   | 34.00          | 1001-16034         |
| Graduate Computing fee, part-time student, per credit hour<br>Graduate Students:<br>Maximum part-time assessment \$34/semester<br>All students - academic year and summer | 3.95           |                    |
| School of Pharmacy, Drug Information Center   |                |                    |
| Copies, per page  | .10            |                    |
| Minimum charge  | 1.00           |                    |
| Fax   | 2.00           |                    |
| Background check required prior to admission (all students)   | Direct Cost    |                    |
| <b>Social Work Graduate Courses</b>   |                | 1700-13256         |
| 5450 - Out of State Practicum Fee   | Direct Cost    |                    |
| 5460 - Out of State Practicum Fee   | Direct Cost    |                    |
| 5850 - Out of State Practicum Fee   | Direct Cost    |                    |
| 5450 Social Work Practicum I, per credit hour   | 20.00          |                    |
| 5460 Social Work Practicum II, per credit hour  | 20.00          |                    |
| 5850 Social Work Practicum III, per credit hour   | 20.00          |                    |
| <b>Communications Disorders</b>   | 100.00         | 1700-13319         |
| SPPA 5350 Hearing Resource Practicum  |                |                    |
| <b>Kinesiology and Health</b>   | AT COST        |                    |
| Hepatitis B vaccination   | DIRECT COST    |                    |
| TB Screen   | DIRECT COST    |                    |
| Body Composition Assessment- DEXA (Dual Energy X-Ray Absorptiometry)  | 20.00-85.00    | 1700-18622         |



|  |             |            |
|--|-------------|------------|
| <b>School of Nursing</b><br>CPR certification; required immunizations/titers/TB testing and Immunization Tracker; stethoscope, watch, uniforms, shoes, and name tags; travel, housing and individual site requirements.  | DIRECT COST |            |
| <b>School of Pharmacy</b><br>Seat deposit (1 <sup>st</sup> year professional students, applied in full to tuition and fees, non-refundable)  | 750.00      | 1700-17307 |
| Practicum Fee (PHCY 1 <sup>st</sup> and 2 <sup>nd</sup> year)  |             |            |
| 6170 Introduction Pharmacy Practicum, per credit hour  | 10.00       | 1700-13320 |
| 6270 Intermediate Pharmacy Practicum, per credit hour  | 10.00       | 1700-13320 |
| Practicum Fee (PHCY 2 <sup>nd</sup> and 4 <sup>th</sup> year experiential rotations)<br>PHCY 6465, 6470, 6471, 6473, 6480, 6481, 6482, 6483, 6485<br>per credit hour   | 15.00       | 1700-13320 |
| Active Intern license(s) for WY (Other states, in addition, as required);<br>Required immunizations/titers/TB skin test(s); Background check(s)<br>required prior to the start of P4 rotations and as required by individual<br>sites; CPR certification; drug screens, Documentation of Health<br>Insurance; Stethoscope; Travel, Housing, and Individual site<br>requirements. | DIRECT COST |            |
| Transcript review, transfer students   | 40.00       | 1700-13312 |
| Electronic portfolio and programmatic assessment software<br>subscriptions for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year students   | 75.00       | 1700-13320 |
| Liability Insurance  | 13.00       | 1700-16189 |

|   | FY 2018 | Chart Field |
|---|---------|-------------|
| <b>WWAMI Medical Education*</b>   |         |             |
| Year 1 Tuition support payment  | 13,111  | 5030-10906  |
| Year 2 Contract support payment   | 13,635  |             |
| Year 3 Contract support payment   | 14,180  |             |
| Year 4 Contract support payment   | 14,747  |             |
| <i>*Please note that these rates are for students entering into contracts in FY18. All previous rates are outlined in the individual contracts.</i> |         |             |

|  | FY 2018 | Chart Field |
|--|---------|-------------|
| <b>WYDENT *</b>  |         |             |
| Year 1 Contract support payment  | 11,474  | 5030-10906  |
| Year 2 Contract support payment  | 11,933  |             |
| Year 3 Contract support payment  | 12,410  |             |
| Year 4 Contract support payment  | 12,907  |             |
| <i>* Please note that these rates are for students entering into contracts in FY18. All previous rates are outlined in the individual contracts.</i> |         |             |

|   | FY 2018 | Chart Field |
|---|---------|-------------|
| <b>Department of Army ROTC</b>                                |         |             |
| Laboratory classes<br>1010,1020,2010,2020,3010,3020,4010,4020 | 25.00   | 1700-13188  |

| <b>Haub School of Environment and Natural Resources (ENR)</b>   | <b>FY 2018</b> | <b>Chart Field</b> |
|---|----------------|--------------------|
| For all courses, fees are charged according to the cost required to offer the class:  |                | 1700-19962         |
| ENR 1101 Field Week: per person, per class  |                |                    |
| ENR 1200 field laboratories: per person, per class  | 500            |                    |
| ENR 4890-5890 special topics in international environmental and natural resource studies: per person, per class depending on the location and nature of the class | 500            |                    |
| ENR 4900/5900 international field trip: per person, per class depending on the location and nature of the class   | 3,500          |                    |
| ENR 5920/5921 Collaborative Program in Natural resources, per person, per class   | 1,500          |                    |
| ENR 4010/4011/4012 Winter ecology, per person, per class  | 1,500          |                    |
|   | 2,000          |                    |

| <b>Shell 3D Viz Center</b>                           | <b>FY 2018</b> | <b>Chart Field</b> |
|--|----------------|--------------------|
| Services of Hardware Hire- 3D Cave                   |                | TBD                |
| <b>Rates for Research Grants</b>                     |                |                    |
| Per month  | 10,967.00 +40% |                    |
| Per day  | 548.00 +40%    |                    |
| Per hour   | 69.00 +40%     |                    |
| Head Mounted displays (Per day)                      | 100.00 +40%    |                    |
| <b>Rates for Private Sector</b>                      |                |                    |
| Per month  | 13,160.00      |                    |
| Per day  | 658.00         |                    |
| Per hour   | 82.00          |                    |
| Head Mounted displays (Per day)                      | 120.00         |                    |
| <b>Rates for teaching use by UW and K-12 schools</b> | 0.00           |                    |

| <b>Exchange Programs</b>  | <b>FY 2018</b> | <b>Chart Field</b> |
|---|----------------|--------------------|
| <b>Exchange Programs, International</b>   |                |                    |
| International Exchange/Study Abroad Program Application Fee*  | 215.00         | 9050-14911         |
| International Field Course Fee  | 140.00         | 9050-14911         |
| Domestic/International Consortium Agreement Fee: required of students who are receiving financial aid from UW to attend another domestic or international institution and who are required to concurrently enroll in UWYO4000   | 100.00         | 9050-14911         |
| * Additional non-UW application fees are associated with the NSE (\$75 – as of July 2005) and ISEP (\$315) programs (as of September 2006). The institution serves as a pass through from the student to the program. Dollars are collected by UW for each application and then remitted annually to the program. |                |                    |

| <b>Exchange Programs</b>  | <b>FY 2018</b> | <b>Chart Field</b> |
|---|----------------|--------------------|
| <b>Exchange Programs, National</b>  |                |                    |
| National Exchange Program<br>Application Fee *  | 75.00          | 1700-13111         |
| * Additional non-UW application fee is associated with NSE (\$150) program (dollar amount currently as of July 2007). The institution serves as a pass through from student to program. Dollars are collected by UW for each application and then remitted annually to the program. |                |                    |

| <b>College of Law</b>  | <b>FY 2018</b> | <b>Chart Field</b> |
|--|----------------|--------------------|
| Application fee  | 50.00          | 1700-13223         |
| Computing fee, per semester, full-time students  | 34.00          | 1001-16035         |
| Computing fee, part-time students per credit hour<br>Maximum part-time assessment \$34/semester<br>All students – academic year and summer | 2.95           |                    |
| Potter Law Club, each law student, per semester  | 20.00          |                    |
| Seat deposit (first-year students, applied in full to tuition and fees, non-refundable)  | 500.00         |                    |

| <b>Summer Session</b>  | <b>FY 2018</b> | <b>Chart Field</b>          |
|--|----------------|-----------------------------|
| Students enrolled in courses listed below will be assessed the following per credit hour course charge for travel expenses, room/board cost, etc., in addition to resident tuition and fees: |                |                             |
| Anthropology 4140, Field Work in Wyoming (2-6 credit hours, per credit hour)   | 350.00         | 1700-13500 or<br>1700-20933 |
| Anthropology 5180, Ad Archaeological Field Studies, per credit hour  | 300.00         | 1700-13500 or<br>1700-20934 |
| Geology 4717, summer Field Camp (2-6 credit hours), per credit hour  | 300.00         | 1700-13464                  |
| ART 4620 Summer Outdoor Studio (1-3 CH) per course   | 60.00          | 1001-10037                  |

