

THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES

January 17, 1987

For the confidential information
of the Board of Trustee

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
January 17, 1987

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THE UNIVERSITY OF WYOMING

Minutes of the Trustees
January 17, 1987

A regular meeting of the Trustees of the University of Wyoming was called to order by President Mickelson at 9:00 a.m. on January 17, 1987 in the Board Room of Old Main.

ROLL CALL

The following Trustees were in attendance: Bussart, Gillaspie, Hinckley, McCue, Mickelson, Miracle, Rochelle, Sawyer, and ex officio members Simons and Veal. Trustee members Chapin, Schuster, Smith, Updike, and ex officio members Governor Sullivan and Jamieson were absent. Trustee Smith attended committee meetings on January 16, 1987.

APPROVAL OF MINUTES

President Mickelson asked if there were any corrections or additions to the minutes of the meeting of December 12, 1986. There were no corrections or additions and President Mickelson declared the minutes approved as circulated.

RATIFICATION OF EXECUTIVE COMMITTEE
ACTIONS OF DECEMBER 17, 1986 AND
DECEMBER 19, 1986

President Mickelson reported on the conference telephone meeting of the Executive Committee of the Trustees which was held on December 17, 1986, with committee members Mickelson,

Sawyer, Chapin, and Hinckley participating. Committee member McCue was absent. Also participating were Donald Veal, James Todd, and David Baker.

Dr. Veal reported to the Executive Committee on the Governor's Executive Order 1986-7 dated December 16, 1986. The Executive Order prohibits the recruitment for or filling of any vacant positions existing or occurring after December 16, 1986, without prior authorization of the Department of Administration and Fiscal Control. The Executive Order also defers action on any reallocations or promotions as of December 16, 1986. The freeze of vacant positions and the reallocation or promotion of positions is to be effective until January 30, 1987. The Executive Order also requires a furlough of all personnel on December 26, 1986 and January 2, 1987. The Governor's action requires a furlough without pay on these two days and further specifies that state employees will not be permitted to utilize paid leave in lieu of the unpaid furloughs.

Dr. Veal also read a letter which he had prepared for distribution to the Deans, Directors, and Department Heads. The letter includes information on the freeze of vacant positions, the freeze on reclassifications, and the furlough.

Dr. Veal indicated to the Executive Committee that the University had previously scheduled a holiday on each of the days following Christmas and New Year's. The Governor's Executive Order requires the University to cancel the holidays scheduled on December 26, 1986 and January 2, 1987. Instead, the University will observe paid holidays on December 24, 1986 and December 31,

1986. As a result, the University will be closed on December 24, 1986, December 25, 1986, December 26, 1986, December 31, 1986, January 1, 1987, and January 2, 1987.

The Executive Committee directed that all University personnel, excluding essential and emergency personnel, be furloughed without pay on December 26, 1986 and January 2, 1987, such direction to be consistent with Executive Order 1986-87 issued by the Governor on December 16, 1986, with such action to be submitted to the Trustees for ratification at their January meeting.

President Mickelson reported to the Trustees on the conference telephone meeting which was held on December 19, 1986 to discuss the proposed cooperative agreement between the University of Wyoming and Casper College (attached). Trustees Chapin, Gillaspie, Hinckley, McCue, Mickelson, Miracle, Rochelle, Sawyer, Schuster, Smith, Updike, and ex officio Veal participated in the conference call.

He advised that immediately following the conference call, the Executive Committee of the Trustees convened, with Trustees Mickelson, Sawyer, Chapin, Hinckley, and McCue participating, to consider the revisions in the proposed cooperative agreement which had been discussed previously by the Trustees in the conference call. The revisions were outlined in a letter to the Trustees dated December 15, 1986 (attached).

The Executive Committee approved the adoption and execution of the cooperative agreement as drafted and signed by the Casper College representatives with such action to be ratified by the full Board at the January meeting.

Mr. Sawyer moved ratification of the Executive Committee actions as detailed in the minutes of December 17, 1986 and December 19, 1986, which are attached as Enclosure 1 (blue). The motion was seconded by Mr. McCue, and it carried.

ACADEMIC ISSUES COMMITTEE

President Mickelson called on Chairman Miracle for a report from the Academic Issues Committee meeting held on January 16, 1986. Committee members Bussart, Miracle, McCue, Sawyer, Simons, and ex officio member Mickelson attended the committee meeting, along with other Trustees and University staff. Committee members Smith and Updike were absent. Based on the committee meeting, the following reports were presented to the full Board.

STATUS REPORT ON MASTER OF BUSINESS ADMINISTRATION PROGRAM AT WARREN AIR FORCE BASE

Dr. Barden reported to the Academic Issues Committee that the Air Force Institute of Technology (AFIT) will terminate its Minuteman Education Program (MMEP) contract with the University of Wyoming as of September 30, 1987. This contract supported offering the MBA program at Warren Air Force Base in Cheyenne. The Air Force has decided to discontinue contracting for a MMEP masters degree program at all Minuteman missile bases in the country.

Later this spring, the Air Force is expected to describe a bidding process for handling the phase-out instruction of students currently enrolled in the MBA program. The specifications for bidding on the "phase-out" instruction are unknown at this time, but the University does anticipate responding with a bid.

STATUS REPORT ON NEGOTIATIONS TO DECREASE THE NUMBER OF WYOMING CONTRACT STUDENTS ADMITTED TO MEDICAL SCHOOLS AT UNIVERSITY OF UTAH AND CREIGHTON UNIVERSITY FOR FY 1988

Dean Philip Catalfomo reported to the Academic Issues Committee on the

status of negotiations to respond to the Trustee request made in December of 1986 to reduce the number of students enrolled in the contract program with the University of Utah and Creighton University from 30 to 20. A letter of concurrence has been received from the University of Utah and one is expected from Creighton University next week.

This concluded the report from the Academic Issues Committee.

PERSONNEL COMMITTEE

President Mickelson called on Chairman Bussart for a

report from the Personnel Committee meeting held on January 16, 1987. Committee members Bussart, Hinckley, Miracle, Sawyer, and ex officio member Mickelson attended the committee meeting, along with other Trustees and University staff. Committee members Schuster and Updike were absent. Based on the Personnel Committee recommendations, Mr. Bussart moved approval of the following appointments, adjunct appointments, administrative appointment, reappointment, change in assignment, sabbatical leaves, retirements, and revisions to University Regulation 34, Bylaws of

the University Staff Council. The motion was seconded by Mr. Miracle, and it carried.

APPOINTMENTS

The following appointments were approved as indicated.

In the College of Agriculture

1. Randolph R. Weigel as Assistant Professor of Home Economics and Program Leader for the period December 30, 1986 through June 30, 1987 at an annual (11-month) salary of \$42,000. This is a tenure track appointment.

In the College of Health Sciences

2. Julie Johnson as Assistant Professor of Nursing for the 1987 Spring semester effective January 6, 1987 at an annual (9-month) salary rate of \$30,000. This is a tenure track appointment.

Intercollegiate Athletics

3. Paul Roach, Director of Athletics, additionally as Head Football Coach and Lecturer in Intercollegiate Athletics, effective immediately.

ADJUNCT APPOINTMENTS

An adjunct appointment carries no tenure rights or salary. The following adjunct appointments were approved under the conditions cited.

In the College of Education

1. Johanna Nel as Adjunct Professor of Educational Administration and Adult Education for the period January 1, 1987 through December 30, 1988.

2. Stanley Scheer as Adjunct Professor of Educational Administration and Adult Education for the period January 5, 1987 through June 30, 1988.

ADMINISTRATIVE APPOINTMENTS

The following administrative appointment was approved.

In the College of Arts and Sciences

1. Charles J. Ksir, Professor of Psychology, as Professor of Psychology and Chair of the Department of Psychology, effective July 1, 1987.

REAPPOINTMENT

The following reappointment was approved under the

conditions cited.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
<u>In the College of Engineering</u>		
Ula, Nazmul (1/6/87-5/10/87)	Electrical Engineering	Lecturer

CHANGE IN ASSIGNMENT

The following change in assignment was approved.

In the College of Arts and Sciences

1. Richard Pasewark, Professor of Psychology and Chair of the Department of Psychology, was reassigned as Professor of Psychology effective June 30, 1987.

SABBATICAL LEAVES

Requests for sabbatical leave during 1987-88

were reviewed by the appropriate department head, dean, and the

Faculty Development Committee of the Faculty Senate. A faculty member who fails to return to the University for at least one academic year immediately following a sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of his leave. Leaves for a full contract year are compensated at a rate equal to fifty percent of the faculty member's annual salary; leaves for a half-contract year are compensated at the annual salary rate. The following 28 faculty members were approved for sabbatical leaves during 1987-88 subject to available funds and under the conditions cited.

1. Fred A. Gray, Associate Professor of Plant Science, for the period July 1, 1987 through December 31, 1987.
2. Jerry D. Johnson, Associate Professor of Microbiology and Biochemistry, for Spring semester 1988.
3. Newton Kingston, Professor of Veterinary Sciences, for the 1988 calendar year.
4. Robert W. Atherton, Professor of Zoology and Physiology, for Spring semester 1988.
5. R. G. Buschman, Professor of Mathematics, for the 1987-88 academic year.
6. Martha Christensen, Professor of Botany, for the 1987-88 academic year.
7. Lewis M. Dabney, Professor of English, for the Fall semester 1987.
8. Christopher S. Durer, Professor of English, for the Fall semester 1987.

9. Walter B. Jaehnig, Associate Professor of Journalism and Telecommunication, for the 1987-88 academic year.

10. Steven R. Heyman, Associate Professor of Psychology, for the 1987-88 academic year.

11. Paul E. Johnson, Associate Professor of Physics, for the period January 1, 1988 through January 1, 1989.

12. Katherine P. Kemler, Associate Professor of Music, for the Spring semester 1988.

13. Dennis H. Knight, Professor of Botany, for the Fall semester 1987.

14. Alfred L. Monks, Professor of Political Science, for the 1987-88 academic year.

15. Margaret M. Murdock, Associate Professor of Political Science, for 1987-88 academic year.

16. Eric J. Sandeen, Associate Professor of American Studies and Director of American Studies, for the 1987-88 academic year.

17. Carlyle Weiss, Professor of Music, for the period May 1, 1987 through January 1, 1988.

18. Gene W. Murdock, Associate Professor of Business Administration, for the Spring semester 1988.

19. Ronald W. Spahr, Associate Professor of Business Administration, for the 1987-88 academic year.

20. Wayne Lanning, Professor and Chair of the Department of Counselor Education, for the 1987-88 academic year.

21. Arnold L. Willems, Professor of Curriculum and Instruction, for the Fall semester 1987.

22. Ken P. Chong, Professor of Civil Engineering, for the 1987-88 academic year.

23. David P. Egolf, Associate Professor of Electrical Engineering, for the period June 1, 1987 through May 31, 1988.

24. James L. Smith, Professor of Agricultural Engineering and Head of the Department of Agricultural Engineering, for the period July 1, 1987 through June 30, 1988.

25. Phyllis Karns, Assistant Professor of Nursing, for the 1987-88 academic year.

26. James R. Wiebler, Professor of Social Work, for the Fall semester 1987.

27. Theodore E. Lauer, Professor of Law, for the 1987-88 academic year.

28. Jack VanBaalen, Professor of Law, for the Fall semester 1987.

RETIREMENTS

The following retirements were approved.

<u>Name</u>	<u>Position</u>	<u>Date of Retirement</u>
Erickson, Lillian	Records Manager Alumni Relations	1/5/87 with designation as <u>Retired</u>
Jaycox, Marian	Baker III Food Service	11/15/86 with designation as <u>Retired</u>

REVISIONS TO UNIVERSITY REGULATION 34, BYLAWS OF THE UNIVERSITY STAFF COUNCIL

The Trustees approved the revisions to University

Regulation 34, Bylaws of the University of Wyoming Staff Council, as attached in Enclosure 2 (yellow). These revisions, which were

adopted by the Staff Council and reviewed by appropriate University officers, incorporated new practices and policies of the Staff Council. Major issues addressed in the revisions included:

1. A provision for electing a Chairman-Elect (11.a.).
2. Election of a Member-at-Large (11.b.).
3. The role of the Executive Committee (13).

Other changes were editorial or "housekeeping" in nature.

PART-TIME APPOINTMENTS

As a matter of information only, the part-time appointments were reported to the Trustees.

RESIGNATIONS

The following resignations were acknowledged by the Trustees.

1. James D. Andersen, Coordinator, School Services and Professor in the School of Extended Studies, December 31, 1986.
2. Dennis B. Erickson, Head Football Coach and Lecturer in Intercollegiate Athletics, January 5, 1987.
3. Kay A. Juricek, Senior Assistant Librarian, December 16, 1986.
4. R. Lynn Kirlin, Professor of Electrical Engineering, December 20, 1986.

This concluded the report and recommendations from the Personnel Committee.

BUDGET COMMITTEE

President Mickelson called on Trustee McCue for a report from the Budget Committee meeting held on January 16, 1987.

Committee members Smith, Bussart, Rochelle, Gillaspie, McCue, and ex officio member Mickelson, attended the committee meeting, along with other Trustees and University staff. Committee member Chapin was absent. Based on the Budget Committee meeting, the following actions were taken by the full Board.

AMENDMENT TO CHAPTER VIII, CHAPTER
2, REGULATIONS OF THE TRUSTEES
OF THE UNIVERSITY OF WYOMING

Upon a motion by Mr. McCue,
seconded by Mr. Bussart, it

carried to amend Chapter VIII, Chapter 2, Regulations of the Trustees, by deleting the dashed words and adding the capitalized words, as follows:

* * *

Chapter VIII. Students, Continued

Section 2. Fees

All student fees, charges, REFUNDS and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate University publications. All fees are payable in advance, UNLESS THE STUDENT HAS SIGNED A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY, and no student shall be admitted to classes until such fees have been paid, OR A DEFERRED FEE PAYMENT AGREEMENT HAS BEEN SIGNED, except upon specific authorization of the President of the University. A STUDENT SIGNING A DEFERRED FEE PAYMENT AGREEMENT WILL NOT BE ALLOWED TO COMPLETE A CURRENT TERM UNLESS PAYMENT IN FULL HAS BEEN MADE BY THE DATE SPECIFIED IN THE DEFERRED FEE PAYMENT AGREEMENT, EXCEPT UPON SPECIFIC AUTHORIZATION OF THE PRESIDENT OF THE UNIVERSITY.

Fees, other than late registration fees and deposits, will be refunded to students who formally withdraw from the University after registration and the payment of fees, in accordance with schedules promulgated by the Vice President for Academic Affairs, with the approval of the President of the University. FIXED BY RESOLUTION OF THE TRUSTEES AND PUBLISHED IN THE APPROPRIATE UNIVERSITY PUBLICATIONS.

* * *

The Deferred Fee Payment Plan adopted by the Trustees is listed in Section III of the Fee Book.

FEES, CHARGES, REFUNDS AND
DEPOSITS, UNIVERSITY OF WYOMING,
JULY 1, 1987-JUNE 30, 1988

Mr. McCue moved approval of
the Fees, Charges, Refunds,

and Deposits, University of Wyoming, July 1, 1987-June 30, 1988, as included in Enclosure 3 (green), to be effective July 1, 1987 unless otherwise indicated, except that under the fines for overdue library materials, the book called fine would be changed from a maximum charge of \$50.00 to "a registered letter be sent to the student after the initial seven days informing him/her that the book is due within seven days with a \$5.00 fine for the cost of the notification and if not returned within the seven days the fine will be \$25.00." The motion was seconded by Mr. Bussart, and it carried.

EXPENDITURE FROM THE ASUW RESERVE
FOR STUDENT PUBLICATIONS

Mr. McCue moved approval of
the expenditure of \$88,000

from the ASUW Reserve by Student Publications for the acquisition of a computerized photocomposition system, with the money to be paid back to the ASUW Reserve by Student Publications at the rate of \$14,000 per year for ten years. The motion was seconded by Mr. Bussart, and it carried.

EXPENDITURE OF TRUSTEES' RESERVE
FOR CENTENNIAL COMMITTEES

Mr. McCue moved approval of
a transfer of \$25,000 from

the Trustees' Reserve for fiscal year 1987 for the support of the Centennial Committees. The motion was seconded by Mr. Gillaspie, and it carried.

EXPENDITURE OF TRUSTEES'
RESERVE FOR TRUSTEE TRAVEL

Mr. McCue moved approval of
the fiscal year 1987

transfer of \$25,000 from the Trustees' Reserve to the Trustees of
the University of Wyoming account for travel. The motion was
seconded by Mr. Gillaspie, and it carried.

MEDICAL REIMBURSEMENT, WYOMING
MEDICAL CENTER AND SCHOOL OF
HUMAN MEDICINE

Mr. McCue moved approval of
a FY 1987-1988 supplemental

budget request for the School of Human Medicine program to reflect
the medical reimbursement program between the Wyoming Medical
Center and the Casper Family Practice Residency Center, as
follows:

	FY 1987-1988 Appr. 1986 Legis.	Revised FY- 1987-1988 Appr.	Proposed Changes	Proposed FY 1987-1988 Appr.
Salaries Classified	\$ 6,420,684	\$6,043,504	<\$1,454,994>	\$4,588,510
Salaries Other	247,254	247,254	< 7,801>	239,453
Employer Paid Benefits	1,595,484	1,140,506	< 338,966>	801,540
Supportive Services	1,992,346	1,987,262	< 171,786>	1,815,476
Scholarship & Educational Assistance Aids	6,357,424	5,429,121	---	5,429,121
Contractual Services	731,300	710,000	1,973,547	2,683,547
Total	\$17,344,492	\$15,557,647	\$ ---	\$15,557,647

The motion was seconded by Mr. Rochelle, and it carried.

ACCEPTANCE OF CONTRACTS
AND GRANTS

Upon a motion by Mr. McCue,
seconded by Mr. Gillaspie,

it carried to approve the acceptance of contracts and grants in
the amount of \$902,203 for the period November 22, 1986 through
December 23, 1986.

QUARTERLY REPORT,
UNIVERSITY INVESTMENTS

Dr. Todd presented a
quarterly report on the

status of the University investments, excluding the W.R. Coe and
Charles Chacey Kuehn Estate funds.

INTERNAL AUDIT ACTIVITY

Van Jacobson presented and
answered questions on the

internal audit activity for the period September 26, 1986 to
December 31, 1986, conducted in accordance with the audit plan.

Mr. McCue moved that the Internal Auditor be authorized to
conduct an audit of the Cowboy Joe Club as requested by Cowboy Joe
Club. The motion was seconded by Mr. Gillaspie, and it carried.

This concluded the report and recommendations from the
Budget Committee.

ATHLETIC COMMITTEE

President Mickelson called
on Chairman McCue for a

report from the Athletic Committee meeting held on January 16, 1987.
Committee members McCue, Hinckley, Miracle, Sawyer, Smith, and ex
officio member Mickelson attended the committee meeting, along
with other Trustees and University staff. Committee member Updike
was absent. The following report was given on the Athletic
Committee meeting.

REPORT ON COWBOY SHOOTOUT

Paul Roach reported to the Athletic Committee on the

Cowboy Shootout Basketball Tournament that was held in Casper during the holiday season. This is the fourth year the tournament has been held and this year it was very successful. The success of the tournament can be largely attributed to the Casper community and the Cowboy Shootout Committee. The Athletic Department had agreed to underwrite \$15,000 for the tournament, however, this year because of the success no expenditures were incurred for underwriting. After all expenditures are paid, the University will be receiving some revenue from the tournament. Three basketball teams have been signed to play in next year's tournament and the names of the teams will be announced in the future.

GENERAL REPORT BY
PAUL ROACH

Mr. Roach reported on his presentation to the Wyoming

High School Activities Board requesting the University of Wyoming be designated as host for one of the 1988 High School Basketball Tournaments. In a few days, the Wyoming High School Activities Board will be deciding where the tournaments will be held.

He discussed the Five-Year Survey of Total Number of Football Tickets Sold and Net Revenue, which is attached, as Enclosure 4 (white). In 1985 the price of football tickets was raised \$1.00 on individual games and the season ticket price was increased to \$60.00. Further, he discussed the possibility of reducing some football ticket prices in the hopes of increasing attendance and

total revenues. It was indicated that President Veal had the authority to direct that a study be made on reducing some football ticket prices, but that any change in ticket prices would have to have Trustee approval.

Mr. Roach, President Veal, and the Trustees commended the students for being good sportsmen at recent basketball games and asked that Mr. Jamieson relay this message to the ASUW Senate. Appreciation was extended to the students in assisting with the crowd control problem.

BROADCAST RIGHTS

Mr. Baker reported to the Athletic Committee that

Curt Gowdy Sports, Inc. was awarded exclusive rights to broadcast University of Wyoming football and basketball games under a contract which expires at the end of the current basketball season. The University has the following two major objectives in making awards of broadcast rights for its games:

1. To make the play-by-play reports available to as many Wyoming communities as possible; and
2. To secure maximum revenue for the support of Cowboy athletics.

The Athletic Director will investigate a number of options in the coming months before making a recommendation to Trustees regarding future broadcast rights. Options include the following:

- * Investigate renewal of the present contract with Curt Gowdy Sports, Inc.
- * Draw specifications and seek new bids based on highest cash payment as was done for the present contract
- * Seek proposals from qualified professionals to suggest joint ventures between the vendor and the University for sale and promotion of Cowboy games
- * Collect information on the feasibility of the University's independently producing the broadcasts and marketing a network

prior to making a recommendation to the Board of Trustees, the Athletic Director plans to seek advice and suggestions from current and past contractors, fans, and the Wyoming Association of Broadcasters. All options will be pursued during January and February. An interim report will be submitted to the Board in February and a recommendation on broadcast rights will be submitted to the Trustees at the March meeting.

Trustee Sawyer requested clarification of the salary being paid to Mr. Roach as Athletic Director and Head Football Coach. Mr. Baker reported that Mr. Roach would be receiving a salary from general funds of \$70,000 and for the radio and television broadcast shows he would receive \$20,000. The final contractual arrangements have not been completed.

This concluded the report of the Athletic Committee meeting.

1
PHYSICAL PLANT AND
EQUIPMENT COMMITTEE

President Mickelson called on Chairman Hinckley for a report from the Physical Plant and Equipment Committee meeting held on January 16, 1987. Committee members Hinckley, Rochelle, Gillaspie, Smith, and ex officio member Mickelson attended the committee meeting, along with other Trustees and University staff. Committee members Schuster and Chapin were absent. Based on the Physical Plant and Equipment Committee meeting, the following report was presented to the full Board.

2
PROPOSED TRANSFER OF PROPERTY
FROM CITY OF LARAMIE TO TRUSTEES
OF THE UNIVERSITY OF WYOMING

On February 14, 1986, the Trustees were advised of a proposed gift of land from the City of Laramie to the Trustees. The Trustees instructed the University administration to investigate

the potential use of the proposed gift and provide a recommendation for consideration by the Trustees.

The proposed gift contains 990 acres of land south of Laramie on Wyoming Highway 230 adjacent to the University of Wyoming Paradise Farm. The property is triangular shaped and is south of the Laramie Country Club. The land slopes generally from the highway toward the Laramie River. The property is bisected by pipeline easements and a road easement to a fishing area has been granted by the City of Laramie. An easement for a sewage lagoon has also been granted to the Laramie Country Club.

The proposed future site for the agricultural facilities would provide adequate room for future expansion of the agricultural facilities. Furthermore, the site could potentially reduce operating costs through the wintering of cattle from the remote leased pastures.

Dr. Miracle asked if there were any strings attached to the gift or any expectations of future land transfers from the University, and Vice President Todd responded that the gift was not contingent upon any transfer of University lands to the City.

Mr. Hinckley moved that the Trustees accept the gift of land of 990 acres, as described above, for use by the College of Agriculture for future agricultural facilities. The motion was seconded by Mr. Gillaspie, and it carried.

UNIVERSITY REGULATION 179,
USE OF UNIVERSITY VEHICLES

Mr. Hinckley moved approval
of University Regulation

179, Use of University Vehicles, as included in Enclosure 5
(tan), with the regulation to be effective February 1, 1987. The
motion was seconded by Mr. Gillaspie, and it carried.

LEASE WITH UNIVERSITY OF WYOMING
FOUNDATION, GENERAL SERVICES
ADMINISTRATION BUILDING, CASPER

The UW Foundation acquired
title at the end of December

to the Bureau of Land Management (BLM) office building in Casper from Heritage Heights Partnership of Rock Springs, which leases the building to the U.S. General Services Administration for use by the BLM. The Foundation will use rental income from the building to retire an existing mortgage on the property. When BLM moves to a new and expanded facility the office building will be available, allowing the University to house all its Casper programs, except for the Casper Residency Center and UW-Casper, under one roof for the first time. It is anticipated that the Foundation property can be leased from the Foundation for University program use in mid to late 1987.

PROGRESS REPORTS

As a matter of information
only, progress reports and

change orders on the various construction projects were provided to the Trustees.

This concluded the report and recommendations from the Physical Plant and Equipment Committee.

COMMITTEE OF THE WHOLE

President Mickelson reported
on the Committee of the

Whole meeting held on January 16, 1987. Trustees Mickelson, Bussart, Gillaspie, Hinckley, McCue, Miracle, Rochelle, Sawyer, Smith, and ex officio members Veal, Simons, and Jamieson attended the meeting. The following report was given on the meeting of the Committee of the Whole.

ORDINANCE REGULATING SMOKING IN
PUBLIC PLACES, CITY OF LARAMIE

Mr. Baker reviewed with the
Committee the background on

the Ordinance Regulating Smoking in Public Places, City of
Laramie. On November 18, 1986, the City Council of the City of
Laramie, passed an ordinance regulating smoking in public places,
which became effective November 28, 1986 upon its publication in
the Laramie Daily Boomerang.

No statutory authority exists which makes property of the
University of Wyoming subject to ordinances of the City of
Laramie. After discussion, no action was taken.

REPORT, UNIVERSITY HEARING BEFORE
THE JOINT APPROPRIATIONS COMMITTEE

On January 15, 1987, the
Joint Appropriations

Committee discussed the FY 1987-1988 supplemental budget request
of the University. President Veal, Trustees Mickelson, Miracle,
and McCue and the vice presidents attended the JAC hearing.

Trustee President Mickelson reported that Dr. Veal's
presentation to the Joint Appropriations Committee was received
very well and that he was commended for an excellent presentation.

Dr. Veal then discussed the FY 1987-1988 supplemental budget
request of the University.

This concluded the report from the Committee of the Whole.

UNFINISHED BUSINESS

Mr. Sawyer said he had been
told that the building on

the Cooper property could be moved. He asked that in future the
administration keep in mind that the building could be relocated.

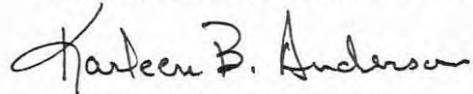
Mr. Miracle requested that the administration get the land

descriptions straightened out on the transfer of land to the state on the property on the east side of the Veterinary Lab. Dr. Todd advised that this was being accomplished.

ADJOURNMENT AND DATE
OF NEXT MEETING

There being no further business to come before the Trustees, Mr. Hinckley moved that the meeting be adjourned. Mr. Gillaspie seconded the motion, and it carried. The next meeting of the Trustees is scheduled for February 5-6, 1987.

Respectfully submitted,


Karleen B. Anderson
Deputy Secretary

MINUTES OF
CONFERENCE TELEPHONE MEETING OF THE
EXECUTIVE COMMITTEE OF THE
TRUSTEES OF THE UNIVERSITY OF WYOMING

December 17, 1986

A conference telephone meeting of the Executive Committee of the Trustees of the University of Wyoming was held at 7:30 a.m. on December 17, 1986 with committee members Mickelson, Sawyer, Chapin, and Hinckley present. Committee member McCue was absent. Also participating were Donald Veal, James Todd, and David Baker.

Dr. Veal reported on the Governor's Executive Order 1986-7 dated December 16, 1986. The Executive Order prohibits the recruitment for or filling of any vacant positions existing or occurring after December 16, 1986, without prior authorization of the Department of Administration and Fiscal Control. The Executive Order also defers action on any reallocations or promotions as of December 16, 1986. The freeze of vacant positions and the reallocation or promotion of positions is to be effective until January 30, 1987. The Executive Order also requires a furlough of all personnel on December 26, 1986 and January 2, 1987. The Governor's action requires a furlough without pay on these two days and further specifies that state employees will not be permitted to utilize paid leave in lieu of the unpaid furloughs.

Dr. Veal also read a letter which he had prepared for distribution to the Deans, Directors, and Department Heads.

The letter includes information on the freeze of vacant positions, the freeze on reclassifications, and the furlough.

Dr. Veal indicated that the University had previously scheduled a holiday on each of the days following Christmas and New Year's. The Governor's Executive Order requires the University to cancel the holidays scheduled on December 26, 1986 and January 2, 1987. Instead, the University will observe paid holidays on December 24, 1986 and December 31, 1986. As a result, the University will be closed on December 24, 1986, December 25, 1986, December 26, 1986, December 31, 1986, January 1, 1987, and January 2, 1987.

Mr. Sawyer moved that the Executive Committee of the Trustees of the University of Wyoming direct that all University personnel, excluding essential and emergency personnel, will be furloughed without pay on December 26, 1986 and January 2, 1987, such direction to be consistent with Executive Order 1986-7 issued by the Governor on December 16, 1986, and that this action be submitted to the Trustees for ratification at their January 16-17, 1987 meeting. The motion was seconded by Mr. Chapin, and it carried.

There being no further business to come before the committee, the conference telephone meeting was adjourned at 7:44 a.m.

Respectfully submitted,

Karleen B. Anderson
Karleen B. Anderson
Deputy Secretary

MINUTES OF THE
CONFERENCE TELEPHONE MEETING OF THE EXECUTIVE COMMITTEE
OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING
DECEMBER 19, 1986
8:00 a.m.

On December 19, 1986 at 8:00 a.m., a conference call was held to discuss the proposed cooperative agreement between the University of Wyoming and Casper College (attached). Trustee participants in the conference call were the following: Chapin, Gillaspie, Hinckley, McCue, Mickelson, Miracle, Rochelle, Sawyer, Schuster, Smith and Updike. Ex officio member Veal was also present.

Immediately following the conference call, the Executive Committee of the Trustees of the University of Wyoming convened at 8:46 a.m. The purpose of the Executive Committee teleconference was to consider the revisions in the proposed cooperative agreement which had been discussed previously by the Trustees in the conference call.

The revisions were outlined in a letter to the Trustees dated December 15, 1986 (attached). Those present were Mickelson, Sawyer, Chapin, Hinckley and McCue.

After discussion, wherein Mr. Chapin stated that immediate action by the Executive Committee is necessary for the present welfare of the University, Mr. Chapin moved that the Executive Committee approve the adoption and execution of the cooperative agreement as drafted and signed by the Casper College representatives. Mr. Hinckley seconded the motion. After discussion, Mr. Sawyer and Mr. McCue abstained from voting. Those voting yes were Mickelson, Chapin, and Hinckley. The motion carried.

Pursuant to the Bylaws of the Trustees of the University of Wyoming, this action of the Executive Committee shall be reported to the Trustees

at their next regular meeting or special meeting for approval and ratification,
and shall be entered in full upon the minutes of such meeting of said Trustees.

There being no further business to come before the committee, the
conference telephone meeting was adjourned at 9:02 a.m.

Respectfully submitted,

Karleen B Anderson

Karleen B. Anderson
Deputy Secretary

COOPERATIVE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 198___, by and between the Casper College District Board, operating Casper College, Casper, Wyoming, and the Board of Trustees of the University of Wyoming, Laramie, Wyoming, WITNESSETH THAT:

WHEREAS, Casper College, hereinafter referred to as the "College," and the University of Wyoming, hereinafter referred to as the "University," wish to cooperate in providing educational programs;

WHEREAS, the Wyoming State Legislature has, pursuant to Wyoming Statute Section 21-18-303 (a)(ix)(Cumulative Supplement), granted to the College District Board the authority to enter into an agreement with the Board of Trustees of the University to provide cooperative educational programs; and

WHEREAS, the Wyoming State Legislature has, pursuant to Wyoming Statute Section 21-17-113 (1985 Cumulative Supplement), granted to the Board of Trustees of the University the authority to enter into an agreement with the College District Board to provide cooperative educational programs; and

WHEREAS, both the College and the University desire to serve the population of Casper and environs with baccalaureate degree tracks offered in formats appropriate to students requesting service:

NOW THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE ONE

A University of Wyoming/Casper College Upper Division Center, hereafter referred to as the Center, will be organized and housed on the Casper College campus. The College and the University will jointly offer through the Center, on the College campus and at such other facilities in Casper as may be required to conduct its programs, a cooperative educational program to include the seven baccalaureate degree tracks and the graduate degree track offered in 1986-87 by THE University of Wyoming-Casper. These eight degree tracks are the following: Bachelor of Social Work, Bachelor of Science in Nursing, Bachelor of Science in General Business Management, Bachelor of Science in Administration of Justice, Bachelor of Arts in Humanities/Fine Arts (Plan V), Bachelor of Arts or of Sciences in Social Sciences (Plan V), Bachelor of Arts or of Sciences in Natural Science/Mathematics (Plan V), and the Master of Business Administration. Additional baccalaureate degree tracks and additional instructional services may be introduced at the Center, as needed, through the arrangements described herein.

The Center will be administered by a Dean selected jointly by the Presidents of the College and the University, and appointed and employed by the University. The Dean will be responsible to the Presidents of both institutions, or their designees, and will serve at the pleasure of both Presidents. The Dean will be a regular member of the University's Council of Deans. Policies and procedures developed specifically for the Center, and not otherwise provided for in Articles Two, Three, Four, and Five, shall have the concurrence of the University Board of Trustees and the College Board or their designees.

The University shall award baccalaureate degrees to students who complete the prescribed courses of study for the eight degree tracks noted above and also for those degree tracks which may be developed, reviewed, and approved in detail through the appropriate procedures of both the College and University under this Agreement. The cooperative educational programs shall be designed jointly, with due consideration given to the College's capability to offer required lower division coursework and the Center's capability to offer required upper division coursework. The College may award an Associate Degree to students who successfully complete the coursework prescribed by the College's faculty and administration. The baccalaureate degree or graduate degree shall be awarded by the University following completion of requirements prescribed by the University's faculty and approved by the University Trustees.

The UW/CC Upper Division Center is established by this Cooperative Agreement for the purpose of providing baccalaureate and graduate degree programs and other instructional services that address the needs of the population of Casper and environs. To this end the College and the University are committed under this Agreement. The Center will be responsible for offering the junior, senior, and graduate level courses for these programs. The Center will strive to identify programs and other instructional services that will serve student and community needs and to provide classes in formats accessible to employed adults and other non-traditional students. The UW/CC Upper Division Center will look to its Advisory Board, described herein, for advice in identifying STUDENT AND community needs and concerns.

ARTICLE TWO

The Center shall:

1. Provide administrative support to the upper division programs through its Dean and other appropriate personnel selected and agreed upon by the Presidents or their designees of both College and University.

2. Develop budgets biennially and submit them for revision and/or approval to the Presidents or their designees of both the College and University. Upon approval by the Presidents, the biennial budget shall be submitted to the University Trustees who, upon approval, shall submit the Center's budget as part of the University's Section I budget request to the Executive and Legislative Branches of State government. Annual budgets will be prepared by the Center's Dean and submitted by the appropriate President to both the College District Board and the University Board of Trustees for approval.

3. Manage the approved budget, making expenditures in accordance with fiscal policies and procedures established by the University for disbursement of appropriated funds. A financial report shall be made annually of the Center's expenditures and presented to the College District Board and the University Board of Trustees.

4. Authorize the reimbursement of indirect costs agreed upon by both the College and the University, provided that funds for this purpose are included in appropriations for the Center.

5. Contract with faculty to teach upper division level courses in accordance with the criteria, policies, and procedures set forth in Article Five.

6. Organize the Center's faculty teaching in each baccalaureate degree program into a program committee to review and evaluate the

program and its implementation annually and make recommendations through the Dean of the Center to the relevant administrators, academic units, and/or academic committees in the College and in the University. Each program committee will include the relevant Division Chair from the College and the relevant academic officer from the University in its membership. Each baccalaureate degree program will be reviewed and evaluated every five years in the usual manner for University degree programs.

7. Propose to adopt new, or to modify or terminate existing academic policies and procedures relating specifically to the Center. Such policies and procedures shall be developed by the Center Faculty Advisory Committee (described herein), and forwarded by the Dean to the Presidents or their designees of the College and the University for their concurrence. Those policies and procedures having the concurrence of the Presidents will be processed according to Article Three, 2., and Article Four, 2.

ARTICLE THREE

The University shall:

1. Confer baccalaureate degrees on all students who have completed the prescribed programs which come under this document, or which are developed, approved, and implemented under the terms of this agreement.

2. Review, suggest revisions, and approve through the University's decision-making structure all academic policies and procedures proposed specifically for the Center by the Center Faculty Advisory Committee (Article Two, 7.). Final authority on new

baccalaureate or graduate degree programs as well as major revisions or termination of the Center's existing baccalaureate and graduate degrees rests with the University Trustees.

3. Be the recipient of the monies appropriated specifically for the Center's programs and make these monies available to the Center for expenditure in accordance with the authorized budgets (Article Two, 2.).

4. Make available to the Center all funds collected as tuition, course fees, charges, and deposits from students enrolled in upper division programs and courses. These monies will be dedicated to the support of the upper division programs under this agreement.

5. Make available, as collected, Student Activity fees which shall be distributed to the College for placement in the appropriate Student Activity account.

6. Maintain appropriate records for goods and services provided to the Center for support of upper division courses and services and submit monthly statements to the Dean of the Center for authorization of reimbursement.

7. Not impose on a Center student any rule or regulation not imposed on a University-Laramie student except those exceptions agreed upon and enumerated in a Memorandum of Implementation. In all respects other than those enumerated, the students duly enrolled in the Center will have all the academic rights and responsibilities of a student enrolled at the University-Laramie campus.

8. Accept and treat for upper division graduation credit, credits earned in College courses the student is advised to take to satisfy baccalaureate degree requirements at the Center, that are

listed as parallel to University courses in the Wyoming Higher Education Course Transfer Guide, and for which University fees have been paid.

ARTICLE FOUR

The College shall:

1. Provide lower division courses and programs leading to Associate Degrees appropriate to the baccalaureate degrees encompassed by this Agreement.

2. Review, suggest revisions, and approve through the College's decision-making structure all academic policies and procedures proposed specifically for the Center by the Center Faculty Advisory Committee (Article Two, 7.). Final authority on questions related to College facilities and their use rests with the College District Board.

3. Subject to existing terms and conditions, make available to Center students any on-campus student housing facilities, after satisfying the housing requirements of the Associate Degree students.

4. Make available on campus appropriate, assignable space to accomplish the administration of the Center and the implementation of the programs, other instructional services and courses offered under this Agreement, such space to include offices and scheduled access to classrooms, laboratories, library, et cetera, for which the College may be reimbursed by the Center (Article Two, 4.).

5. Make available to upper division students the student services available to its Associate Degree students--including bookstore, text procurement, personal and career counseling, health programs,

placement services, recreational facilities, parking, and cultural and athletic programs. Those student activities at the College that are normally funded with Student Activity fees will be funded from those fees. Those activities and services mentioned above that are not funded by Student Activity fees shall be appropriately reimbursed by the Center. Center students shall pay Student Activity fees at the same rate as charged to College students.

6. Maintain appropriate records of goods and services provided to the Center for support of upper division courses and services and submit monthly statements to the Dean of the Center for authorization of reimbursement.

7. Not impose on a Center student any rule or regulation not imposed on a College student except those exceptions agreed upon and enumerated in a Memorandum of Implementation. In all respects, other than those items to be enumerated, the students duly enrolled in the Center will have all the academic rights and responsibilities of a student enrolled at the Casper College campus.

ARTICLE FIVE

1. Faculty teaching upper division courses at the Center shall be appointed by the University Trustees; they must hold appropriate academic credentials (normally, the terminal degree in the discipline); and they shall be drawn from the following sources:

a. Faculty employed full time by the College and assigned for some or all of their workload to teach upper division courses in the Center.

b. Faculty employed full time by the University and assigned continuously for some or all of their workload to teach

upper division courses in the Center. These faculty will carry a research commitment as set by their Department Head. Center resources used in support of research shall be allocated according to policies and procedures developed under Article Five, 3.

c. Faculty from the College or University who have part-time, temporary assignments in the Center. Some courses taught by University faculty in this category will be delivered to the Center from the University campus by instructional telecommunications technology. These faculty will only have a research commitment if their regular College or University appointment so requires. Their assignment in the Center will generally be for instruction only. However, should a research component be included in an assignment to the Center, resources and load adjustment for the research activity will be made according to policies and procedures developed under Article Five, 3.

d. Individuals from the community who possess appropriate academic credentials and experience for appointment as temporary, part time faculty.

2. The Center Faculty shall be employees of either the University or Casper College. They shall be selected, hired, retained, and salaried in accordance with policies and procedures developed by the employing institution, except that the University Trustees or their designee shall have final authority on appointments to the Center Faculty. The Trustees shall consider appointments to the Center Faculty upon the recommendation of the Presidents of the College and the University.

3. policies for load, compensation, evaluation, and research responsibilities for faculty who teach courses for the Center shall be developed and proposed by the Center Faculty Advisory Committee. These policies shall recognize that full time/part time, tenure track/non-tenure track, temporary and other categories may have varying patterns with respect to these items. For full time, tenure-track University faculty who hold an extended assignment to the Center, these policies shall take into account the fact that the relevant performance expectations are those set by the department in which a tenurable appointment is held. Such policies shall be described in a Memorandum of Implementation PER ARTICLE TEN. and adopted when signed by the Presidents of the College and the University upon recommendation from their respective institutional review and approval processes.

4. The Center Dean shall consult with the Dean of Faculty at the College in arranging for the assignment of College faculty to the Center, and with the appropriate academic dean at the University in arranging for the assignment of University faculty to the Center. The Center Dean shall supervise the instructional activities at the Center and, jointly with the appropriate Division Chair at the College or Department Head at the University, shall evaluate the teaching of each member of the Center Faculty.

5. The "Center Faculty" shall be defined on the basis of participation in the instruction of upper division courses. A person assigned to teach a course in the Center shall be a member of the "Center Faculty" for the semester (or summer session) in which the course is taught plus the subsequent semester.

6. The Center Faculty shall be eligible for membership in the University's Faculty Senate and its committees. Representation shall be chosen from full time faculty employed by either the University or the College who teach six credits or more of courses per year at the Center.

ARTICLE SIX

The Center Faculty Advisory Committee shall be composed of six faculty who teach six credits or more of coursework per semester at the Center and who are elected by the "Center Faculty." Three of the elected members shall be University employees and three shall be College employees. The Dean of the Center, the Dean of Faculty of the College, and the Vice President for Academic Affairs of the University shall be ex officio members of the Committee.

ARTICLE SEVEN

1. To be admitted to a degree program at the Center or to enroll in its courses, a student must be admitted to the University.

2. Records for all enrollments in upper division level courses will be kept in the Center and on the University's permanent student record system.

3. Complete academic records for all students admitted to the Center will be maintained on the University's permanent student record system and will be made available to the student at the Center in a timely manner.

4. Registration in upper division level courses taught under this Agreement will occur by the regular process and format used by the College in their registration period. At a future date, direct

registration on the University's permanent student record system will be feasible through an electronic registration process.

5. Tuition for upper division level courses taught under this Agreement will be assessed at the University Extension rate per credit hour and course fees, charges, and deposits will be collected as authorized by the University Trustees in the current booklet of "University of Wyoming Fees, Charges and Deposits," and in accordance with their residency status as determined by University policies.

ARTICLE EIGHT

An Advisory Board shall be composed of five members. ~~Two~~ THREE members will be appointed by the College Board and two members will be appointed by the University Trustees. The fifth member shall be chosen by the four appointed members. The Advisory Board will advise the Center on STUDENT AND community needs and concerns.

ARTICLE NINE

~~Both the College and the University intend, as additional resources become available, that the Center offer baccalaureate and graduate degree programs in Business that are accreditable by the American Assembly for Collegiate Schools of Business. Both institutions recognize (1) that the baccalaureate degree program in Business and the Master of Business Administration Program in Casper must each be accreditable by AACSB before accreditation will be granted either, because in both cases the degree is awarded by the University, and (2) that an increase in resources over that currently available will be required to achieve accreditation.~~

~~The B.S. in Nursing and B.S. in Social Work programs taught in Casper at this time (1986) are accredited by the National League of Nursing and the Council on Social Work Education, respectively. These accreditations are assigned to the appropriate disciplinary faculties at the University. The College and the University desire that the Center continue to offer programs in these areas that are accredited by the appropriate professional SPECIALIZED accrediting society.~~
SOCIETIES AND RECOGNIZE THAT AN INCREASE IN RESOURCES OVER THAT CURRENTLY AVAILABLE WILL BE REQUIRED TO ACHIEVE THIS ACCREDITATION.

ARTICLE TEN

Prior to the inception of cooperative educational programs described herein, this document must be approved by the Casper College District Board and the Board of Trustees of the University of Wyoming.

A Memorandum of Implementation will be prepared to described additional administrative details such as admission, registration and records, business operations, faculty contract costs, other vital issues, and also to describe the responsibility for review and modification of the cooperative educational programs. The Memorandum of Implementation will take effect when signed by THE PRESIDENTS AND RATIFIED BY the College District Board and the University Board of Trustees.

ARTICLE ELEVEN

This Agreement may be terminated at the end of a regular term by either the College or the University following twelve (12) months of written notice, provided, however, that all students then enrolled in the last two years of prescribed coursework for a baccalaureate degree will be provided an opportunity, over a reasonable period of time and at a reasonable location, to complete their designated courses of study and receive their degrees.

ARTICLE TWELVE

This agreement shall be subject to annual review in order to consider any amendment, alteration, or change.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first written above.

FOR THE CASPER COLLEGE
DISTRICT BOARD:

FOR THE UNIVERSITY OF WYOMING
BOARD OF TRUSTEES:

President

President

FOR CASPER COLLEGE:

FOR THE UNIVERSITY OF WYOMING:

President

President



THE UNIVERSITY OF WYOMING
LARAMIE, WYOMING 82071

December 15, 1986

OFFICE OF THE PRESIDENT

TRUSTEES OF THE UNIVERSITY OF WYOMING

Dear Mrs. Simons and Gentlemen:

This morning, Trustee Updike, Trustee Chapin, Dr. Barden and I met with the members of the Casper College Board and President Loftin on the Casper College campus. The purpose was to exchange views on the differences between two drafts of the proposed cooperative agreement. One draft was that authorized by the Trustees at their December 12 meeting; the other draft was that sent to Casper College on December 1 and which the Casper College Board returned in modified form on December 10.

In the discussions, the consensus of the group present was to modify the draft of the proposed cooperative agreement authorized by the Trustees on December 12 in the following way:

1. Page 3. Last line on the page.
Insert the words "student and" between "identifying" and "community".
2. Page 10. Last 3 lines of Section 3. Delete two and one-half lines starting with "and adopted . . .". Replace with "(per Article Ten)."
3. Page 12. Article Eight.
Line 1. Delete "Two" and insert "Three".
Line 3, 4. Delete the sentence "The fifth . . . members."
Line 5. Insert the words "student and" between "identifying" and "community".
(see #1 above)
4. Article Nine.
This Article was altered to read: "The College and the University desire that the Center offer programs that are accredited by the appropriate specialized accrediting societies and recognize that an increase in resources over that currently available will be required to achieve this accreditation."
5. Article Ten.
In the last sentence, insert "by the Presidents and ratified by" between "by" and "the College . . .". (see #2 above)

Notes of Clarification:

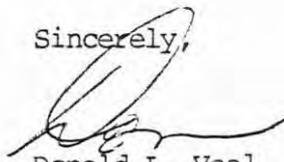
Items #1 and the last part of #3 (above) address a desire to expand "community needs and concerns" to read "student and community needs and concerns".

Items #2 and #5 address a need to have the ratification process for a Memorandum of Implementation to be described accurately but once in the agreement. The authorized draft contained two different procedures.

Item #3 preserves the right of the Casper College Board and the University Trustees to make appointments to an advisory board without being geographically restricted to residents of the college district. In discussions of this issue, it was also deemed desirable to have the members of the advisory board appointed directly by the two governing boards. Since the objective is to get advice on "student and community needs and concerns" for a cooperative program operated in Casper, it was thought best to split the appointments as follows: three by the Casper College Board and two by the University Trustees.

Item #4 addressed the issue concerning which is the proper document to contain explicit and specific language with regard to accreditation. Should the language be in the policy document (cooperative agreement) or the management document (Memorandum of Implementation)? There was no disagreement with the content of Article Nine in the authorized draft. It was finally agreed that the "general language" of the policy document (cooperative agreement) should be maintained throughout and that the mention of specific accredited programs and specific accrediting agencies should appear in the management document (Memorandum of Implementation).

Sincerely,



Donald L. Veal

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

UNIREG 34, Revision 2
(date to be determined)

UNIVERSITY REGULATION 34, Revision 2
Initiating Authority: President of the University

Subject: Bylaws of the University OF WYOMING Staff Council

References: (a) University Regulation 34, REVISION 1, AND CHANGES 1-2 THERETO
(b) Staff Council Resolution 91, (ADOPTED DECEMBER 3, 1986)

1. Purpose: To revise University Regulation 34, REVISION 1, BY INCORPORATING REFERENCE (b), WHICH REORGANIZES THE STRUCTURE OF THE BYLAWS; PROVIDES FOR A CHAIRMAN-ELECT, MEMBER-AT-LARGE, AND EXECUTIVE COMMITTEE; AND ALTERS THE APPORTIONMENT PROCESS.
2. DIRECTIVE: EFFECTIVE IMMEDIATELY, THE FOLLOWING REGULATION SHALL SUPERSEDE REFERENCE (a).
3. Preamble: Pursuant to the authority vested in the President of the University, these Bylaws shall provide the means by which the University OF WYOMING Staff Council purposes may be achieved. These provisions shall remain in effect until repealed, modified, or otherwise changed pursuant to approval of the President.
4. Roles and Responsibilities: ~~The Staff-Council-of-the-University-of-Wyoming~~ UNIVERSITY OF WYOMING STAFF COUNCIL shall be the representative body of the University's staff employees to serve the following functions:
 - a. To gain a spirit of unity, pride, and cooperation by being recognized equally with faculty and student bodies as participants in advising University administration.
 - b. To be an active two-way communication link for meaningful information exchange between staff and administration relative to issues of mutual concern.
 - c. To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in University affairs.
 - d. To provide an opportunity to be advisory in THE administration of working and employment conditions AND PRACTICES, including compensation, benefits, and ~~to-be-involved-in-resolving~~-GRIEVANCES.
 - e. To involve democratically chosen staff representatives in the complexity of University administration and to increase awareness of interlocking problems and opportunities shared with others.

5. Advisory Status of the Council: In serving its stated purposes and functions, the Council shall be advisory to the President of the University.

6. Composition of the Council:

a. The Council shall consist of forty-five (45) elected members (plus or minus one (1) member as needed for equitable representative apportionment in subsection c. below). ~~The Director of Personnel Administration and three (3) other ex-officio members, without vote, will be appointed by the President of the University.~~ THE PRESIDENT OF THE UNIVERSITY ANNUALLY SHALL APPOINT THE DIRECTOR OF PERSONNEL SERVICES, A FACULTY SENATE REPRESENTATIVE, AND AN ASUW REPRESENTATIVE TO SERVE AS EX-OFFICIO MEMBERS OF THE COUNCIL WITHOUT VOTE.

b. Regular staff employees working at least twenty (20) hours per week shall be eligible for elected membership to the Council with these qualifications:

1. Not more than one (1) member may serve from any one (1) unit having fewer than fifty (50) staff employees; ~~or as in the case of the Division of Physical Plant, from any one (1) shop;~~

2. Not more than two (2) members may serve from any one (1) unit having fifty (50) or more staff employees;

3. Officers of the University, appointed by the Trustees, are excluded from elected membership to the Council; and

4. Each member-PERSON nominated for election (OR APPOINTED TO AN UNEXPIRED TERM) shall have been an employee of the University of Wyoming for ~~the~~ A full year preceding July 1 of the election year. THE DATE OF NOMINATION.

c. The elected members shall be apportioned among the following employment groups ~~on a per capita basis~~, calculated annually, with at least one (1) member from each employment group.

- 1- ~~Instruction and Research~~
- 2- ~~Extension and Public Services~~
- 3- ~~Library~~
- 4- ~~Intercollegiate Athletics~~
- 5- ~~Maintenance, Operation and Repair of Plant~~
- 6- ~~General Services~~
- 7- ~~Student Services~~
- 8- ~~Self-Sustaining~~

1. Elec

a.

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7. Election of Council Members;

- a. Regular elections to fill vacant positions shall be held annually in May-PRIOR TO THE REGULAR MAY COUNCIL MEETING, with elected Council members' terms starting July 1.
- b. For voting purposes, the voting staff shall be regular staff employees WORKING AT LEAST TWENTY (20) HOURS PER WEEK WHO ARE on the UNIVERSITY payroll as of January-31-APRIL 15 of the election year. Officers of the University, appointed by the Trustees, are excluded from the voting staff.
- c. ~~The Council Chairman shall appoint a credentials committee, consisting of not less than three (3) members, to rule on questions relating to qualifications of electors and members~~
- d. The Council Chairman shall appoint a CREDENTIALS AND elections committee CONSISTING of not less-FEWER than three-(3)-FIVE (5) members, TO RULE ON QUESTIONS RELATING TO QUALIFICATIONS OF ELECTORS AND MEMBERS, AND to nominate candidates for and conduct the membership election. The committee shall ~~nominate-RECEIVE AND PRESENT NOMINATIONS OF willing and eligible staff. The committee shall also accept nominations-by-petition, provided the following conditions are met:~~
1. ~~A nominating petition shall bear the signatures of ten (10) qualified electors from an appropriate group as defined in Section 5.1.1.~~
 2. ~~Said nominating petition shall be accompanied by a signed statement from the nominee agreeing to serve, if elected.~~
 3. ~~Nominating petitions shall be presented to the Council Chairman at least thirty (30) days prior to the election.~~

8. Terms of Office of Council Members:

- a. Council membership shall be for a three (3) year term with APPROXIMATELY one-third (1/3) of the members elected each May. A member shall not serve more than two (2) consecutive FULL terms from one (1) employment group, UNLESS PERMITTED BY SECTION 11.A. BELOW.
- b. Members who transfer within the University from one employment group to another may continue to ~~serve on the Council, representing the constituency which elected them until the following election,~~ REPRESENT THEIR ELECTING EMPLOYMENT GROUP FOR THE BALANCE OF THE FISCAL YEAR IN WHICH THE TRANSFER OCCURS. THE REMAINING YEAR(S) OF THE UNEXPIRED TERM SHALL BE FILLED BY ELECTION AT THE NEXT REGULAR MEMBERSHIP ELECTION.

9. Absenteeism: A Council member's position may be vacated by a vote of the Council, on recommendation of the Executive Committee, after ~~THE MEMBER HAS~~ four (4) absences from REGULAR Council meetings ~~(excused-or-unexcused-as defined-in-the-Council-rules)-~~ in any fiscal-year-TWELVE (12) MONTH PERIOD OR FRACTION THEREOF. 12. D
a
10. Interim Vacancies: The Staff Council election committee shall nominate willing and eligible staff employees to fill vacancies on the Council for ratification by a ~~simple~~-majority of those members present and voting at an ~~official~~-A REGULAR Council meeting. INDIVIDUALS SO NOMINATED AND RATIFIED SHALL SERVE THE BALANCE OF THE FISCAL YEAR. IF MORE THAN ONE YEAR REMAINS OF AN UNEXPIRED TERM, AN ELECTION TO FILL THE REMAINING YEARS(S) OF THE TERM SHALL BE HELD AT THE SAME TIME AS THE REGULAR MEMBERSHIP ELECTIONS. b
11. Selection of Officers of the Council:
- a. THE COUNCIL SHALL ANNUALLY ELECT FROM ITS MEMBERSHIP, AT THE JANUARY MEETING, A CHAIRMAN-ELECT WHO SHALL SERVE AS AN EX-OFFICIO MEMBER OF THE COUNCIL'S EXECUTIVE COMMITTEE UNTIL ASSUMING THE DUTIES OF CHAIRMAN ON JULY 1. THE CHAIRMAN-ELECT POSITION MAY BE HELD CONCURRENTLY WITH OTHER COUNCIL POSITIONS. IF THE TERM OF THE CHAIRMAN-ELECT EXPIRES PRIOR TO HIS/HER SERVING AS CHAIRMAN, HIS/HER TERM SHALL BE EXTENDED FOR ONE YEAR TO ALLOW HIM/HER TO SERVE AS CHAIRMAN, UNLESS HE/SHE IS ELECTED TO ANOTHER TERM.
- b. The Staff-Council shall elect from its membership a-Chairman, a Vice Chairman, a Secretary, and A MEMBER-AT-LARGE for a term of one (1) year each. The election shall be held at the May meeting after election of Council members. THESE newly elected officer shall assume their duties ON July 1.
- c. Vacant offices of CHAIRMAN-ELECT, Vice Chairman, Secretary, and MEMBER-AT-LARGE shall be filled by special election at the first ~~official~~ REGULAR Council meeting following the vacancy. THE COUNCIL MAY, BY A TWO-THIRDS VOTE, DECLARE AN OFFICE VACANT WHEN AN OFFICER IS UNABLE TO CARRY OUT OR IMPROPERLY PERFORMS THE DUTIES OF THE OFFICE. 13.
- d. THE CHAIRMAN, WITH THE ADVICE AND CONSENT OF THE COUNCIL, MAY APPOINT SUCH OTHER OFFICERS AS SPECIFIED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.

12. Duties of Council Officers:

- a. The Chairman shall have the authority to appoint such committees as are deemed necessary for the business of the Council; shall preside over all meetings of the Council and over all general meetings of the staff called by the Council; shall serve ex-officio on all committees of the Council, without vote; AND SHALL PERFORM SUCH OTHER DUTIES AS PRESCRIBED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.
- b. The Vice Chairman shall preside in the Chairman's absence; shall assume the office of Chairman for the remainder of the current term when the office is vacant; AND SHALL PERFORM SUCH OTHER DUTIES AS PRESCRIBED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.
- c. ~~The Secretary shall be responsible for the maintenance of all records and communications pertaining to the Council.~~ TAKE AND MAINTAIN MINUTES OF EACH MEETING OF THE COUNCIL AND GENERAL MEETING OF THE STAFF; SHALL MAINTAIN A ROLL OF CURRENT MEMBERS AND THEIR ATTENDANCE AT MEETINGS; SHALL MAINTAIN AN ACCURATE RECORD OF ALL NUMBERED RESOLUTIONS DULY ADOPTED BY THE COUNCIL AND THE VOTE OF EACH MEMBER ON SUCH RESOLUTIONS; SHALL RECEIVE AND KEEP ALL COMMUNICATIONS AND REPORTS TO AND FROM THE COUNCIL; AND SHALL PERFORM SUCH OTHER DUTIES AS PRESCRIBED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.
- d. THE MEMBER-AT-LARGE SHALL SERVE AS A REPRESENTATIVE OF ALL COUNCIL MEMBERS TO THE EXECUTIVE COMMITTEE TO ASSURE THAT ALL ELEMENTS AND OPINIONS WITHIN THE UNIVERSITY RECEIVE FULL CONSIDERATION BY THE COUNCIL; AND SHALL PERFORM SUCH OTHER DUTIES AS PRESCRIBED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.

13. EXECUTIVE COMMITTEE OF THE COUNCIL:

- a. THE EXECUTIVE COMMITTEE SHALL BE COMPOSED OF THE ELECTED OFFICERS OF THE COUNCIL AND SUCH OTHER COUNCIL OFFICERS AND MEMBERS AS PROVIDED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.
- b. THE CHAIRMAN OF THE COUNCIL SHALL SERVE AS CHAIRMAN OF THE EXECUTIVE COMMITTEE.
- c. THE EXECUTIVE COMMITTEE SHALL SET THE AGENDA FOR THE REGULAR MEETINGS OF THE COUNCIL AND FOR GENERAL MEETINGS OF THE STAFF.
- d. THE EXECUTIVE COMMITTEE SHALL ACT ON BEHALF OF THE COUNCIL IN CARRYING ON THE BUSINESS OF THE COUNCIL BETWEEN REGULAR MEETINGS.
- e. THE EXECUTIVE COMMITTEE SHALL PERFORM SUCH OTHER RESPONSIBILITIES AS PRESCRIBED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL, OR SPECIFICALLY ASSIGNED TO IT BY THE COUNCIL.

14. COMMITTEES OF THE COUNCIL: THE COUNCIL SHALL ESTABLISH AND DISBAND SUCH STANDING, SPECIAL, AND AD HOC COMMITTEES AS ARE NECESSARY TO THE CONDUCT OF COUNCIL BUSINESS. SUCH COMMITTEES SHALL BE RESPONSIBLE TO THE COUNCIL AND SHALL PERFORM DUTIES DETERMINED BY THE COUNCIL AND/OR THE EXECUTIVE COMMITTEE.
15. Meetings and Actions:
- a. The Council shall normally meet in regular session monthly or on call of the Chairman. A ~~simple-majority~~ of the elected-Council members ELIGIBLE TO VOTE shall constitute a quorum for a meeting. In the conduct of the meetings, ~~Robert's Rules of Order and Rules-adopted-by the-Council-~~ shall prevail, UNLESS SUPERSEDED BY THE RULES OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.
 - b. All-meetings of the Council shall be open ~~to-attendance-by-any-staff member.~~ THE COUNCIL, AT ITS OPTION, MAY MOVE INTO EXECUTIVE SESSION BY A TWO-THIRDS VOTE OF THE MEMBERS PRESENT AND VOTING. A record of proceedings at meetings shall be kept which, upon request and under reasonable conditions, shall be made available ~~to-any-staff-member-by~~ the Secretary of the Council.
 - c. The Council shall establish and maintain reasonable procedures whereby any individual ~~staff-member-may~~ be heard by a committee of the Council, or ~~at-the-recommendation-of-that-committee,~~ by the Council in accordance with the ~~Council-Rules~~ OF THE UNIVERSITY OF WYOMING STAFF COUNCIL.
 - d. Any actions of the Council may be reviewed at a general meeting of the staff upon written request signed by at least fifty (50) STAFF employees identified in Section 86.b. OF THESE BYLAWS, and submitted to the Council Chairman.
 - e. The Council shall invite the President of the University of Wyoming to present, at least once a year, a general message on the state of the University. The Council shall consider any special recommendations made at any time by the President.
16. Reporting of Actions: All ~~formal~~-APPROVED, NUMBERED resolutions and actions of the Council shall be forwarded by the Council Chairman to the President of the University, with a copy to the administrative officer having cognizance over the subject matter.

17. Council Support:

- a. The Council shall have a budget as determined annually within University procedures including secretarial/clerical services, A SALARY FOR THE CHAIRMAN, office space, and ~~support~~-APPROPRIATE SUPPORTIVE SERVICES.
- b. THE COUNCIL CHAIRMAN SHALL BE GIVEN A FIFTY PERCENT (50%) RELEASE FROM HIS/HER NORMAL JOB RESPONSIBILITIES WHILE HOLDING THAT OFFICE. THE COUNCIL CHAIRMAN SHALL BE PAID FIFTY PERCENT (50%) OF HIS/HER NORMAL SALARY FROM HIS/HER HOME UNIT AND FIFTY PERCENT (50%) FROM THE UNIVERSITY OF WYOMING STAFF COUNCIL BUDGET.
- c. Council members shall be released from normal work duties a minimum of two (2) hours each month for the purpose of ~~attending~~-PARTICIPATING IN Council ~~meetings~~-ACTIVITIES. Council officers shall be granted such additional release time as is necessary to attend to specified University-Staff-Council affairs. In no way shall this release time be charged against an individual member.
- d. Additional support may be provided by the ~~Direeter-of-Personnel Administration~~-VICE PRESIDENT FOR FINANCE upon justified requests from the Council Chairman.

18. Amendments to THESE Bylaws: These Bylaws may be amended in the manner provided for amendment of University Regulations.

Approved: (date)

Donald L. Veal
President

FEES, CHARGES, REFUNDS AND DEPOSITS

UNIVERSITY OF WYOMING

July 1, ~~1986~~ 1987 - June 30, ~~1987~~ 1988

I N D E X

FEES, CHARGES, REFUNDS AND DEPOSITS
University of Wyoming
July 1, 1986-1987-June 30, 1987-1988

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FEES, CHARGES, REFUNDS AND DEPOSITS

University of Wyoming

July 1, ~~1986~~ 1987 - June 30, ~~1987~~ 1988

The policies outlined in this document apply to the ~~1986-87~~ 1987-88 fiscal year. All prior approvals of fees, charges and deposits are repealed effective July 1, ~~1986~~ 1987 except as to rights or obligations previously acquired or incurred thereunder.

I. Authority

The Trustees of the University of Wyoming, a constitutional body, are responsible for the "management of the university" (Wyoming Constitution, Article 7, §17). The Trustees "possess all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law and shall have custody of the books, records, buildings and all other property of the university" (W.S. §21-17-203). The Trustees may "(e)xpend the income placed under their control from whatever source derived, and exercise all other functions properly belonging to such a board and necessary to the prosperity of the university and all its departments" (W.S. §21-17-204).

The Wyoming Constitution directs that the "university shall be equally open to students of both sexes" and that the instruction furnished should be "as nearly free as possible" (Wyoming Constitution, Article 7, §16). The statutes also provide that "tuition shall be as nearly free as possible" (W.S. §27-17-105).

Section 2 of Chapter VIII (STUDENTS) of the Regulations of the Trustees stipulates that "(a)ll student fees, charges, REFUNDS, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate University publications."

Therefore, pursuant to constitutional and statutory provisions, the Trustees are responsible for the establishment of all fees, charges and deposits assessed AND REFUNDS AFFORDED to individuals applying for admission to the University, enrolled students, University employees, and the general public.

II. Tuition and Mandatory Fees, Regular Academic Year

The Tuition policy of the Trustees for the ~~1986-87~~ 1987-88 academic year includes the following:

- a. The tuition fee is established to provide support for the costs of enrollment in a University class, excluding laboratory and special course fees authorized by the Trustees and defined in Section IV of this policy; and
- b. Tuition is payable in advance, UNLESS THE STUDENT HAS SIGNED A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY, and no student shall be

admitted to classes until such tuition has been paid, OR A DEFERRED FEE PAYMENT AGREEMENT HAS BEEN SIGNED, except upon specific authorization of the President of the University. eac

Mandatory fees assessed each full-time student during the regular academic year and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Intercollegiate Athletics: The income is specified for the support of Intercollegiate Athletics, and provides full-time students with free admission to all University intercollegiate athletic events on campus, excluding tournament events.

Student Loan: The income is specified for the support of short-term student loans.

Wyoming Union: The income is specified for the support of the operations, replacement of equipment and bond retirement for the Wyoming Union.

ASUW: The income is specified for the support of student publications, student activities, Student Senate operations and related activities, and expended in accordance with a budget approved by the Trustees. \$2.00 of the ASUW fee is earmarked for the yearbook.

Intramural Fee: The income is specified for the support of the University intramural and open recreation programs.

Fees are payable in advance, UNLESS THE STUDENT HAS SIGNED A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY, and no ~~full-time~~ student shall be admitted to classes until such fees have been paid, OR A DEFERRED FEE PAYMENT AGREEMENT HAS BEEN SIGNED, except upon specific authorization of the President of the University.

FINANCIAL ASSISTANCE RECEIVED BY STUDENTS THROUGH THE DIVISION OF FINANCIAL AIDS AND SCHOLARSHIPS WILL BE APPLIED TO ASSESSED TUITION AND MANDATORY FEES FIRST AND TO ALL OTHER UNIVERSITY ASSESSED FEES, CHARGES AND DEPOSITS SECOND, PRIOR TO DISTRIBUTION TO THE STUDENT.

Tuition and Mandatory Fees for full-time students (12 through 20 hours) for each semester of the ~~1986-87~~ 1987-88 academic year are as follows:

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Tuition	\$ 309.25	\$ 1,141.25
Fees	79.75	79.75
Total Tuition and Fees	\$ 389.00	\$ 1,221.00

Tuition and Mandatory Fees for part-time students (less than 12 hours) for each semester of the ~~1986-87~~ 1987-88 academic year are as follows:

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Tuition, per hour		
Students taking 3 hours or less	\$ 33.00	\$ 33.00
Students taking more than 3 hours but less than 12 hours	\$ 33.00	\$ 102.00
Fees, per hour	2.00	2.00
Total Tuition and Fees, per hour		
Students taking 3 hours or less	\$ 35.00	\$ 35.00
Students taking more than 3 hours but less than 12 hours	\$ 35.00	\$ 104.00

The Student Fee Package is available, as an option, to part-time undergraduate students and graduate and professional students.

The student, in order to qualify for the Optional Student Fee Package, must be enrolled for a minimum of 6 but less than 12 hours. This option is not available to employees exercising employee fee benefit privileges.

The optional fee package is also be available to graduate students who have essentially completed their coursework and are working on their required research projects. These students may register for 1 (master's candidates) or 2 (doctoral candidates) credit hours and be eligible for the optional fee package by satisfying the following conditions:

- a. Have filed his/her program of study with the Graduate School and have coursework substantially completed;
- b. Have completed at least one academic year as a full-time, full fee paying student in his/her graduate program at the University of Wyoming;
- c. Be in pursuit of a Thesis Option (Plan A) if a master's candidate, or have successfully completed his/her preliminary examination if a doctoral candidate;

- d. Have major professor and department head certification that he/she will be working full time on his/her research project; and submit said certification at least one week prior to the first scheduled day of classes; and
- e. Be registered for at least a credit hour load equal to the credit hour minimum established by the School of Graduate Studies.

The master's candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed four (4) academic terms (excluding summer sessions).

The doctoral candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed six (6) academic terms (excluding summer sessions).

The benefits received shall include: ~~Student Health Services, Intercollegiate Athletics, Student Loan, ASUW, and Intramurals, as prescribed under Mandatory Fees, Full-Time Students, Regular Academic Year.~~ BE THE SAME AS THOSE AFFORDED FULL-TIME STUDENTS.

III. DEFERRED FEE PAYMENT PLANS

1. A DEFERRED FEE PAYMENT PLAN FOR THE REGULAR ACADEMIC YEAR IS OFFERED BY THE UNIVERSITY AS FOLLOWS:
 - a. A STUDENT ELECTING TO PARTICIPATE IN THE DEFERRED FEE PAYMENT PROGRAM MUST SIGN A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY BILLING AND RECEIVABLE DEPARTMENT PRIOR TO THEIR REGULARLY SCHEDULED FEE PAYMENT DATE.
 - b. A PAYMENT OF 30% OF ALL ASSESSED TUITION AND FEES FOR THE REGULAR ACADEMIC SEMESTER OF ATTENDANCE MUST BE MADE BY THEIR REGULARLY SCHEDULED FEE PAYMENT DATE.
 - c. A PAYMENT OF 20% OF ALL ASSESSED TUITION AND FEES FOR THE REGULAR ACADEMIC SEMESTER OF ATTENDANCE MUST BE MADE ON OR BEFORE SEPTEMBER 15TH/FEBRUARY 15TH OF THE ACADEMIC SEMESTER OF ATTENDANCE.
 - d. A PAYMENT OF 30% OF ALL ASSESSED TUITION AND FEES FOR THE REGULAR ACADEMIC SEMESTER OF ATTENDANCE MUST BE MADE ON OR BEFORE OCTOBER 15TH/MARCH 15TH OF THE ACADEMIC SEMESTER OF ATTENDANCE.
 - e. THE BALANCE DUE OF ALL ASSESSED TUITION AND FEES FOR THE REGULAR ACADEMIC SEMESTER OF ATTENDANCE MUST BE MADE ON OR BEFORE NOVEMBER 15TH/APRIL 15TH OF THE ACADEMIC SEMESTER OF ATTENDANCE.
 - f. A FINANCE CHARGE OF 1 1/2% PER MONTH (18% APR) WILL BE ASSESSED ON THE AVERAGE DAILY BALANCE FOR ANY PAYMENT RECEIVED AFTER ITS RESPECTIVE DUE DATE. THE FINANCE CHARGE WILL BE CALCULATED ON THE NUMBER OF DAYS FROM THE PAYMENT DUE DATE TO THE DATE PAYMENT IS RECEIVED.

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- g. NO STUDENT SIGNING A DEFERRED FEE PAYMENT AGREEMENT WILL BE ALLOWED TO COMPLETE THE CURRENT ACADEMIC SEMESTER OF ATTENDANCE UNLESS PAYMENT IN FULL HAS BEEN MADE BY THE PRESCRIBED BALANCE DUE PAYMENT DATE, EXCEPT UPON SPECIFIC AUTHORIZATION OF THE PRESIDENT OF THE UNIVERSITY.
 - h. ALL FINANCIAL ASSISTANCE RECEIVED BY STUDENTS THROUGH THE DIVISION OF STUDENT FINANCIAL AIDS AND SCHOLARSHIPS WILL BE DISTRIBUTED FIRST TO TUITION, FEES, THEN ROOM AND BOARD ASSESSMENTS, IF APPLICABLE, AND MAY EFFECT THE DEFERRED FEE PAYMENT SCHEDULE.
2. A DEFERRED FEE PAYMENT PLAN FOR THE SUMMER SESSION IS OFFERED BY THE UNIVERSITY AS FOLLOWS:
- a. ONLY STUDENTS ATTENDING THE ENTIRE SUMMER SESSION WILL BE ELIGIBLE TO PARTICIPATE IN THE DEFERRED FEE PAYMENT PROGRAM; AND MUST HAVE A MINIMUM FEE ASSESSMENT OF \$200.00.
 - b. A STUDENT ELECTING TO PARTICIPATE IN THE DEFERRED FEE PAYMENT PROGRAM MUST SIGN A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY BILLING AND RECEIVABLE DEPARTMENT PRIOR TO THEIR REGULARLY SCHEDULED FEE PAYMENT DATE.
 - c. A PAYMENT OF 50% OF ALL ASSESSED TUITION AND FEES FOR THE SUMMER SESSION OF ATTENDANCE MUST BE MADE BY THEIR REGULARLY SCHEDULED FEE PAYMENT DATE.
 - d. THE BALANCE DUE OF ALL ASSESSED TUITION AND FEES FOR THE SUMMER SESSION OF ATTENDANCE MUST BE MADE ON OR BEFORE JULY 15TH OF THE SUMMER SESSION OF ATTENDANCE.
 - e. A FINANCE CHARGE OF 1 $\frac{1}{2}$ % PER MONTH (18% APR) WILL BE ASSESSED ON THE AVERAGE DAILY BALANCE FOR ANY PAYMENT RECEIVED AFTER ITS RESPECTIVE DUE DATE. THE FINANCE CHARGE WILL BE CALCULATED ON THE NUMBER OF DAYS FROM THE PAYMENT DUE DATE TO THE DATE PAYMENT IS RECEIVED.
 - f. NO STUDENT SIGNING A DEFERRED FEE PAYMENT AGREEMENT WILL BE ALLOWED TO COMPLETE THE CURRENT SUMMER SESSION OF ATTENDANCE UNLESS PAYMENT IN FULL HAS BEEN MADE BY THE PRESCRIBED BALANCE DUE PAYMENT DATE, EXCEPT UPON SPECIFIC AUTHORIZATION OF THE PRESIDENT OF THE UNIVERSITY.
 - g. ALL FINANCIAL ASSISTANCE RECEIVED BY STUDENTS THROUGH THE DIVISION OF STUDENT FINANCIAL AIDS AND SCHOLARSHIPS WILL BE DISTRIBUTED FIRST TO TUITION, FEES, THEN ROOM AND BOARD ASSESSMENTS, IF APPLICABLE, AND MAY EFFECT THE DEFERRED FEE PAYMENT SCHEDULE.

~~III~~ IV. Tuition and Mandatory Fees, Summer Session

The tuition policy of the Trustees for the ~~1987~~ 1988 Summer Session is as follows:

- a. The tuition fee is established to provide support for the costs of enrollment in a University class, excluding laboratory and special

course fees authorized by the Trustees and defined in Section IV of this policy; and

- b. Tuition is payable in advance, UNLESS THE STUDENT HAS SIGNED A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY, and no student shall be admitted to classes until such tuition has been paid, OR A DEFERRED FEE PAYMENT AGREEMENT HAS BEEN SIGNED, except upon specific authorization of the President of the University.

Mandatory fees assessed each student during the summer session and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Lecture and Recital Programs: The income is specified for the support of summer session lecture, recital and cultural activities.

Activity and Recreation Programs: The income is specified for the support of summer session activity and recreation programs.

Wyoming Union: The income is specified for the support of the operation, replacement of equipment and bond retirement for the Wyoming Union.

Fees are payable in advance, UNLESS THE STUDENT HAS SIGNED A DEFERRED FEE PAYMENT AGREEMENT WITH THE UNIVERSITY, and no summer session student shall be admitted to classes until such fees have been paid, OR A DEFERRED FEE PAYMENT AGREEMENT HAS BEEN SIGNED, except upon specific authorization of the President of the University.

Tuition and Mandatory Fees for students enrolling in the 1987 1988 summer session are as follows:

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Tuition, per hour		
Students taking 3 hours or less	\$ 29.59	\$ 29.59
Students taking more than 3 hours	\$ 29.59	\$ 99.09 29.59
Fees, per hour	4.91	4.91

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Total Tuition and Fees, per hour		
Students taking 3 hours or less	\$ 34.50	\$ 34.50
Students taking more than 3 hours	\$ 34.50	\$ 104.00 34.50
Maximum Tuition	\$ 355.08	\$ 1,189.08 355.08
Maximum Fees	49.92	49.92
Maximum, Total Tuition and Fees	\$ 405.00	\$ 1,239.00 405.00

~~IV.~~ V. Other Student Fees, Charges and Deposits

1. Tuition and Other Charges, Correspondence Courses. Tuition for enrollment in credit Correspondence Courses, whether for students classified as resident or non-resident, shall be \$33.00 per credit hour. Tuition for non-credit Correspondence Courses varies with the length and number of lessons in the course. Mandatory campus fees are not to be assessed to students enrolled solely in Correspondence Courses. Textbook rental charges for students using text books from the Correspondence Study Library, and reasonable refundable deposits on audio and visual tapes, slides, prints and kits are not included in tuition. A nominal charge is assessed for transferring a registration from one course to another, or for extending the normal completion date of a course. Charges for course syllabi for individuals not registered in a course, or to institutions other than the University of Wyoming, shall be \$7.00 for college and \$5.00 for high school and non-credit. Tuition is payable in advance, except upon specific authorization of the President of the University.
2. Tuition and Other Charges, Extension Credit Courses. Tuition for enrollment in courses administered by the Office of Extension Classes shall be \$33.00 per credit hour for students classified as resident students and for students classified as non-resident students taking 3 or less credit hours, and \$102.00 per credit hour for students classified as non-resident students taking more than 3 credit hours. Mandatory campus fees are not to be assessed to students enrolled solely in Extension Credit Courses. Reasonable charges may be assessed for supplementary educational materials, guest resource instructors, or charges required to support telecourses, such as line charges or licensing fees. Tuition and related charges are payable in advance, except upon specific authorization of the President of the University.

3. Fees, Non-Credit Educational Services. The fees established for individual non-credit courses and conferences shall be sufficient to cover the instructors/speakers and other related expenditures, as well as a reasonable charge for administrative overhead. Such fees are payable in advance, except upon specific authorization of the President of the University.
4. FEES, DEPARTMENTAL EXAMINATION FOR CREDIT PROGRAM. THE FEES FOR THE DEPARTMENTAL CREDIT BY EXAMINATION PROGRAM, WHETHER FOR STUDENTS CLASSIFIED AS RESIDENTS OR NON-RESIDENTS, SHALL BE \$15.00 FOR EACH HOUR OF ATTEMPTED CREDIT. MANDATORY CAMPUS FEES ARE NOT TO BE ASSESSED TO STUDENTS SOLELY TAKING A DEPARTMENTAL EXAMINATION FOR CREDIT.
45. Tuition, University School. The tuition established for enrollment in the University School is payable in advance, except upon the specific authorization of the President of the University.
56. Graduate School Fees.
 - a. Thesis Binding Fee: Each masters degree candidate on Plan A (Thesis Option) is assessed a fee to cover the cost of binding two copies of the thesis.
 - b. Dissertation Binding Fee: Each doctoral degree candidate is assessed a fee to cover the cost of binding a copy of the dissertation (Ph.D) or project report (Ed.D).
 - c. University Microfilms Fees: Each doctoral candidate is assessed a fee to cover the cost of microfilming the dissertation or project report. This fee also covers the cost of publishing the abstract of the dissertation or project report in Dissertation Abstracts International.
 - d. Examination Fee: A fee assessed to each graduate student who completes degree requirements during a semester in which he or she is not registered or to graduate students who complete the degree requirements between semesters. The fee is set at \$20.00 above the two-credit-hour registration fee (either resident or non-resident).
67. Admission Office Fees.
 - a. APPLICATION FEE, NEW NON-INTERNATIONAL STUDENTS: A FEE ASSESSED ALL NEW NON-INTERNATIONAL STUDENTS APPLYING FOR ADMISSION TO THE UNIVERSITY FOR THE FALL SEMESTER 1988 AND AFTER.
 - ab. Application Fee, International Students: A fee assessed international students applying for admission to the University.
 - bc. Orientation Fee: A fee assessed to all applicants for admission who participate in the summer orientation program.
78. Registration Office Fees.
 - a. Visitor's Card: A fee is assessed to full-time registrants attending (not enrolling) a class session or a course; the individual may not receive course credit or audit status.

- b. Late Registration: A fee assessed to students enrolling as late registrants during the first ten days of University scheduled classes for a regular semester (\$18.50), and such other late period as may be designated and announced for the summer term (\$10.00).
- c. Late Fee Payment: A fee assessed to students in a regular semester who fail to pay registration fees during such period after having timely initiated registration (\$10.00 during the following two working days and \$18.50 thereafter until the end of the late registration period).
- d. Late Graduation Check Sheet: A fee assessed to students failing to complete the check sheet at least six months prior to the scheduled graduation.
- e. Graduation Fees: A fee assessed to all graduating students to cover the costs of diplomas, signature plates, mailing and overtime; this fee must be paid six weeks prior to the scheduled graduation date.
- f. Late Payment, Graduation Fees: A fee assessed to all graduating students failing to pay the Graduation fee as prescribed.
- g. Transcript Fees: A fee assessed for all transcripts issued by the Registrar's Office in excess of twenty per year per individual.
- h. Lost Check Sheet for Graduation: A fee assessed to students for loss of a Graduation Check Sheet.
- ~~i. Large Diploma Fee: A fee assessed to students requesting a large diploma in addition to the standard University diploma.~~
- ~~ji. Replacement Diploma: A fee assessed to graduates requesting a replacement diploma for a lost, destroyed or stolen diploma. Only the large size diploma may be ordered as the replacement diploma. The new diploma will carry the original date of graduation but signatures will be those of current University officials.~~
4. Laboratory and Special Course Fees. Laboratory or special course fees are subject to approval of the Trustees and are limited to:
- a. Charges to students for such facilities and services as may be utilized for golf, horsemanship, skiing, bowling, scuba diving and standard first aid, and only when the department is subject to payment of a non-departmental fee for such services;
- b. Charges to students for such facilities and services as may be utilized for dance, theatre and applied music, and only when the department is subject to payment of a non-departmental cost or when the fee is set at a level necessary to cover the costs of providing such special services;
- c. Charges to students for equipment, services or materials required as a part of course instruction provided that the equipment, services or materials i) is retained as the personal property of the student at the conclusion of the course, and ii) is not readily available for purchase through the University bookstore or an external source;

- d. Charges that are essentially the equivalent of textbooks as a tool of instruction; or
- e. Charges that may necessary to recover the cost of transportation outside the City of Laramie.

In no instance shall laboratory or special course fees be assessed to students for use of institutionally owned equipment, for specimens, for reagents, or for other materials and supplies that are consumed in the instruction process.

910. Other Student Fees, Charges, Fines, Penalties and Deposits. Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of University funds, equipment, facilities, services and materials.

VI. REFUNDS

THE REFUND POLICIES OF THE TRUSTEES FOR THE 1987-88 ACADEMIC YEAR AND THE 1988 SUMMER SESSION ARE:

- a. FEES, OTHER THAN LATE REGISTRATION FEES AND DEPOSITS, WILL BE REFUNDED, IN ACCORDANCE WITH THE TRUSTEE FIXED SCHEDULE OF REFUNDS, TO STUDENTS WHO FORMALLY WITHDRAW FROM THE UNIVERSITY AFTER REGISTRATION AND THE PAYMENT OF FEES.
- b. FEES, OTHER THAN LATE REGISTRATION FEES AND DEPOSITS, WILL BE REFUNDED, IN ACCORDANCE WITH THE TRUSTEE FIXED SCHEDULE OF REFUNDS, TO STUDENTS WHO FORMALLY CHANGE STATUS; THAT IS, NON-RESIDENT TO RESIDENT OR FULL-TIME TO PART-TIME, AFTER REGISTRATION AND THE PAYMENT OF FEES.
- c. REFUNDS DUE TO STUDENTS PARTICIPATING IN THE DEFERRED FEE PAYMENT PROGRAM WILL NOT BE REFUNDED UNTIL ALL DEFERRED PAYMENTS HAVE BEEN MADE.
- d. REFUNDS DUE TO STUDENTS WHO RECEIVE FINANCIAL ASSISTANCE THROUGH THE DIVISION OF FINANCIAL AIDS AND SCHOLARSHIPS WILL BE DISTRIBUTED FIRST TO THE VARIOUS AID PROGRAMS FROM WHICH THE STUDENT RECEIVED FUNDS.
- e. REFUNDS DUE TO STUDENTS WHO HAVE DEBTS OWED THE UNIVERSITY WILL BE DISTRIBUTED TO OUTSTANDING DEBTS OWED THE UNIVERSITY AFTER REQUIRED REFUNDS HAVE BEEN DISTRIBUTED TO THE VARIOUS AID PROGRAMS FROM WHICH THE STUDENT RECEIVED FUNDS.

THE PRESIDENT OF THE UNIVERSITY, OR DESIGNEE, MAY AUTHORIZE REFUNDS INCONSISTENT WITH THESE POLICIES IN UNUSUAL AND INFREQUENT CIRCUMSTANCES AND ONLY WHEN SUCH ACTIONS ARE IN THE BEST INTEREST OF THE UNIVERSITY.

4. VII. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed to non-students may be established, subject to authorization by the Trustees.

VI. VIII. Auxiliary Enterprises

1. Residence Halls

Each student seeking application to live in the University residence halls must comply with the following:

- a. The student must enter into an agreement with the University; the agreement is the Application-Agreement and incorporates the terms and conditions by reference.
- b. The student must submit a \$50.00 advance payment with the signed Application-Agreement.
- c. The \$50.00 advance payment will be refunded only upon cancellation provided the student notifies the Division of Housing of intent to cancel at least two weeks prior to the first day of registration. If such intent to cancel is not submitted at least two weeks prior to the first day of registration, the advance payment is forfeited.
- d. The \$50.00 advance payment will be applied toward payment of the first room and board obligation.
- e. THE STUDENT MUST ELECT ONE OF THREE ROOM AND/OR BOARD PAYMENT PLANS:
1) LUMP SUM WITHIN ONE WEEK OF THE FIRST DAY OF EACH REGULAR ACADEMIC SEMESTER; 2) FOUR PAYMENT PLAN EACH REGULAR ACADEMIC SEMESTER; OR,
3) TEN MONTH PAYMENT PLAN FOR THE REGULAR ACADEMIC YEAR, STARTING IN AUGUST AND ENDING IN MAY OF THE REGULAR ACADEMIC YEAR OF ATTENDANCE. SUMMER SESSION ROOM AND/OR BOARD IS DUE IN FULL THE FIRST DAY OF THE SUMMER SESSION OF ATTENDANCE.
- ef. Cancellation of an Application-Agreement on or after the date the resident hall opens for the purpose of moving off-campus will result in the assessment of a penalty fee of \$225.00. Room and board charges are in addition to any penalty fee assessed. The imposition of the penalty may be appealed under guidelines established by the President, or designee.
- fg. Failure to properly check in or out of the hall will result in the assessment of a \$50.00 charge, plus room and board. This includes a person who does not check out before semester break when they voluntarily do not return for the Spring Semester.
- fh. A resident may be required to vacate their room in one week and terminate meal privileges immediately if room and board charges are not paid or arrangement made for payment upon receipt of notice of an overdue payment. Eviction for non-payment requires assessment of the penalty charge noted in the preceding paragraphs.

- †i. In the case of loss or damage, the student will be billed for the cost of replacement or repair, unless at check-in time the check-in report lists the losses and/or damages.
- †j. If a student loses a key, an emergency key may be provided. The privilege is allowed five times each semester without charge. After five times, the charge will be \$5.00 for each additional check out.

2. University-Owned and University-Leased Apartments

Each student seeking application to live in a University-owned or University-leased apartment shall comply with the following:

- a. An application form must be submitted and must be accompanied by a \$25.00 application deposit.
- b. When accepting the assignment of an apartment, an additional \$50.00 deposit is required and the \$25.00 application deposit is applied to the total deposit of \$75.00.
- c. The \$75.00 deposit will be refunded only if a thirty day notice of intent to vacate is provided to the Division of Housing and only after a proper check out has been completed; this includes tenants intending to vacate at the end of any given semester or term.
- d. The \$25.00 application deposit is forfeited if the application is withdrawn after an assignment is offered but refused or if the response is not submitted in a timely manner.
- e. The \$50.00 deposit will be forfeited if written notification is not received prior to the anticipated move-in.
- f. Rent is payable on or before the first working day of each month at the Cashier's Office in Knight Hall. The monthly rental rates include local telephone service, water, trash disposal, furnishings, appliances, parking and newsletters. Gas and electricity is also included for the two-story apartments and Spanish Walk apartments.
- g. Failure to pay monthly charges on schedule will be considered a breach of contract, unless the occupant makes special arrangements with the Accounts Receivable Office for delayed payments. The tenant agrees to pay all charges arising from the failure to pay rent according to the agreement. This may include eviction charges and collection agency fees.
- h. Rental computation for less than a month shall be based on the number of days in that month.
- i. Occupants vacating before the end of a month for which rent has been paid in advance shall receive rental refunds for the remaining nights in the month if they do not owe any other money to the University.

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- j. The contract is valid for the academic year or summer term in which occupancy is taken. Tenants may terminate the contract by giving at least 30 day notice to the Housing Office (15 days for Summer-Only students). Renewal of the contact must be made at least 30 days prior to the expiration of the present contract.
 - k. Subletting or subleasing the premises or any equipment therein is prohibited.
 - l. Use of the premises or University equipment for activities of a business or commercial nature is prohibited.
 - m. Tenants residing in the apartments during the spring semester may continue through summer months without academic enrollment provided the occupant intends to enroll for at least 6 credit hours during the succeeding fall term.
 - n. Residents wishing to move out for the summer may reserve an apartment for the fall term (not necessarily the same apartment) by contacting the Housing Office at the time of completing the "Intent to Vacate" form.
 - o. The deposit paid by the tenant is to secure the tenant's obligation under the rental contract. The deposit will be refunded when the contract is terminated and after deductions for non-payment of rent, damages or losses in the apartment, necessary cleaning charges, penalty fee charges, and other debts owed to the University. The deposit will be forfeited in cases where tenant fails to file an "Intent to Vacate" form in the Housing Office within the time period prescribed under "Length of Contract." Cases of eviction resulting from failure to abide by the Terms and Conditions stated herein will result in forfeiture of deposit.
 - p. The apartment contract may be terminated after 30 days notice by the tenant. This notice is given by completing the "Intent to Vacate" form in the Housing Office. The University reserves the right to terminate any apartment contract upon written notification and justification. When vacating, the tenant agrees to leave the apartment clean and in good repair.
 - q. If the resident vacates or abandons their apartment and leaves any personal property in the apartment or about the premises, the property shall be deemed abandoned.

3. Identification Cards

Students, faculty and staff, on initial registration or employment, are issued a University identification card free of charge. Dependents and spouses of University students, faculty and staff and employees of cooperating agencies are assessed a \$4.00 charge for an initial identification card. Replacement identification cards to replace cards lost, stolen or that have become unusable due to deterioration may be

purchased for a \$10.00 charge. The cardholder is assessed a \$5.00 handling charge for the return of a lost card and is responsible for all use and/or misuse of their card until its loss or theft is reported to the I.D. Office or to the Campus Police (after hours only).

4. Other Student Fees, Charges, Fines, Penalties and Deposits

Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of the University funds, equipment, facilities, services and materials. In no instance shall the fee, charge, fine, penalty or deposit in Auxiliary Services exceed the direct cost appropriately amortized plus a reasonable administrative overhead.

5. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed to non-students may be established, subject to authorization by the Trustees; such fees, charges, fines, penalties and deposits in Auxiliary Services shall be limited to the recovery of the full cost of equipment, services, facilities and materials appropriately amortized, if applicable, plus a reasonable administrative overhead.

~~VII.~~ IX. Failure to Pay Fees, Charges, Fines, Penalties or Deposits

A student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied registration at the University or copies of their transcripts until such fees, charges, fines, penalties or deposits are paid in full. A non-student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied use of University facilities and services until such fees, charges, fines, penalties or deposits are paid in full. Procedures for adjudication of disputes over payment of fees, charges, fines, penalties or deposits shall be prescribed by the President of the University, or designee.

~~VIII.~~ X. Student Loans and Scholarships

Interest rates for 1) loan funds established by the University of Wyoming; 2) loan funds established by trust agreement, will or similar instrument with no stipulated interest rate; and 3) loan funds established by the State of Wyoming without statutory interest rates: shall be established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

Interest shall be established at prescribed rates for 1) loan funds established by trust agreement, will or similar instrument with interest rate provisions; and 2) loan funds established by the State of Wyoming with statutory interest rates.

Interest rates for the Medical Student Contract Support Program, Medical School Student Loan Program and Family Practice Residency Loan Program shall be consistent with Trustee actions on student loan interest rates prescribed by the Trustees on July 9, 1985 and November 9, 1985.

The interest rate for the Scholarship Loan Fund for superior students planning teaching careers shall be consistent with Trustee action on student loan interest rates (April 11, 1985) and established at six percent (6%) Annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

~~IX.~~ XI. Fees, Charges and Deposits, Student Publications

The Trustees delegate the authority for the establishment of advertising, subscription and related rates or charges for student publications, including the Branding Iron, WYO Yearbook and Owen Wister Review, to the Publications Board. Rates or charges established by the Publications Board shall be filed annually with the Office of the Vice President for Finance.

~~X.~~ XII. Internal Fees, Charges and Deposits

The President of the University, or designee, is authorized to establish such fees, charges or deposits assessed by a University department for services provided internally within the University to another department or departments. The authority of the President, or designee, to establish such fees, charges or deposits includes fees, charges and deposits for University sponsored activities, including training programs, whether paid by the employee or the employee's department. In no case shall the assessment of such fee, charge or deposit exceed the direct cost, including reasonable administrative overhead, to the department or University, and in no case shall the fee, charge or deposit be assessed to a student without authorization from the Trustees.

~~XI.~~ XIII. Exclusion

For purposes of this policy, a fee, charge or deposit does not include recovery of direct costs of University facilities, equipment, services or materials provided to students, faculty, staff or the general public on an individual basis. This exclusion shall not be abridged in any way to avoid the Trustees authority to establish fees, charges and deposits, but is intended to permit University departments to recover direct costs for ad hoc voluntary use of University facilities, equipment, services or materials.

The Trustees authority to establish fees, charges and deposits is delegated to the President of the University, or designee, for the establishment of casual food service rates in the University food service operations, resale of items in the University bookstore, and other similar resale activities within the University. The delegation to the President, or designee, is contingent upon the establishment of rates for such items or commodities consistent with recovery of actual cost, including reasonable indirect cost. In no instance shall the President, or designee, authorize rates for such items or commodities which create unreasonable competition with the private sector.

The Trustees delegate the authority for a waiver or reduction of fees, charges and deposits to the President of the University, or designee. The Trustees, in delegating this authority to the President, authorize such waivers or reductions in only unusual and infrequent circumstances and only when such waivers or reductions are in the best interests of the University.

The Fees, Charges, Fines, Penalties, REFUNDS, and Deposits are subject to change without notice.

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I. TUITION, AND MANDATORY UNIVERSITY FEES AND REFUNDS

	<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
Tuition, Academic Year, Per Term			
Resident Students			
Per credit hour, up to 12 credits	33.00	33.00	0.0%
12 credits through 20 credits	309.25	309.25	0.0%
Per credit hour, over 20 credits	33.00	33.00	0.0%
Non-Resident Students			
Per credit hour, taking 3 or less credits	33.00	33.00	0.0%
Per credit hour, taking more than 3 credits but less than 12 credits	102.00	102.00	0.0%
12 credits through 20 credits	1,141.25	1,141.25	0.0%
Per credit hour, over 20 credits	102.00	102.00	0.0%
Tuition, Summer Session			
Resident Students			
Per credit hour	29.59	29.59	0.0%
(maximum)	355.08	355.08	0.0%
Non-Resident Students			
Per credit hour, taking 3 or less credits	29.59	29.59	0.0%
Per credit hour, taking more than 3 credits (maximum)	99.09	29.59	<70.1%
	1,189.08	1,189.08	<67.4%
Tuition, Wyoming Senior Citizens (Age 65 and over admitted to University on space available basis; student benefits not available)	no cost	no cost	0.0%
Tuition, Correspondence Courses			
Resident Students			
Per credit hour	33.00	33.00	0.0%
Non-Resident Students			
Per credit hour	33.00	33.00	0.0%
Tuition, Extended Studies Courses			
Resident Students			
Per credit hour	33.00	33.00	0.0%
Non-Resident Students			
Per credit hour, taking 3 or less credits	33.00	33.00	0.0%
Per credit hour, taking more than 3 credits	102.00	102.00	0.0%
DEPARTMENTAL EXAMINATION FOR CREDIT			
RESIDENT STUDENTS		15.00	New
PER CREDIT HOUR OF ATTEMPTED CREDIT			
NON-RESIDENT STUDENTS		15.00	New
PER CREDIT HOUR OF ATTEMPTED CREDIT			
Tuition, University School, Per Semester			
University School	75.00	75.00	0.0%
Grades 1-9	150.00	150.00	0.0%

			<u>FY 1987</u>	<u>FY 1988</u>	
Fees, Full-time Students, Academic Year					
Per Term (Resident and Non-Resident Students)					
Student Health Services			20.00	20.00	
Intercollegiate Athletics			9.25	9.25	
Student Loan			2.50	2.50	
Wyoming Union*			23.50	23.50	
Operations	\$20.00	85.11%			
Debt Service	3.50	14.89%			
ASUW			22.00	22.00	
Intramural Fee			2.50	2.50	
TOTAL FEES			79.75	79.75	
Fees, Part-time Students, Academic Year					
Per Term (Resident and Non-Resident Students)					
Wyoming Union*					
1/2 credit through 11 1/2 credits, per credit hour			2.00	2.00	
Optional Part-time Student Activity Fee					
Resident and Non-Resident Students registering for 6 to 12 credit hours; or Graduate and Professional Students satisfying established conditions					
Optional Fee Package to obtain Full-time Student benefits			56.25	56.25	
Fees, Summer Session (Resident and Non-Resident Students)					
Wyoming Union*					
1 credit hour			1.50	1.50	
2 credit hours			3.00	3.00	
3 credit hours			4.50	4.50	
4 credit hours			6.00	6.00	
5 credit hours			7.50	7.50	
6 or more credit hours			9.00	9.00	
Student Activity Fee, per credit hour					
Student Health Services			.99	.99	
Lecture and Recital			.97	.97	
Activity and Recreation			1.45	1.45	
Maximum, regardless of hours			40.92	40.92	

* All fees collected for the Wyoming Union will be allotted 85.11 percent (85.11%) to Operations and 14.89 percent (14.89%) to Debt Service.

SCHEDULE OF REFUNDS
July 1, 1987 - June 30, 1988

TUITION AND MANDATORY FEES
Academic Year, Per Term

Calendar Days Elapsed (First Day of Term, Including Registration Dates, to Date Withdrawal is Completed, Including Weekends)	Length of Semester or Course and Percent of Registration Fees to be Refunded				
	Weeks Included 16-19	Weeks Included 9-15	Weeks Included 6-8	Weeks Included 3-5	Weeks Included 2
1- 7 days, inclusive	80.0%	80.0%	60.0%	50.0%	40.0%
8-14 days, inclusive	80.0%	60.0%	20.0%	0.0%	0.0%
15-21 days, inclusive	60.0%	40.0%	0.0%	0.0%	0.0%
22-28 days, inclusive	40.0%	20.0%	0.0%	0.0%	0.0%
29-35 days, inclusive	20.0%	0.0%	0.0%	0.0%	0.0%
36 days or more	0.0%	0.0%	0.0%	0.0%	0.0%

Pre-Session and Summer Session

Course Length	Calendar Days Elapsed For	
	80% Refund	20% Refund
8-week	1- 5 days	6-10 days
7-week	1- 5 days	6- 9 days
6-week	1- 4 days	5- 7 days
5-week	1- 4 days	5- 6 days
4-week	1- 3 days	4- 5 days
3-week	1- 3 days	4 days
2-week	1- 2 days	3 days
1-week	1 day	2 days

LABORATORY AND SPECIAL COURSE FEES

Calendar Days Elapsed From Last Date of Eligible Registration	Refundable Percentage
1- 7 days, inclusive	60.0%
8-14 days, inclusive	40.0%
15-21 days, inclusive	20.0%
22 days or more	0.0%

TUITION, CORRESPONDENCE COURSES AND EXTENDED STUDIES COURSES
Correspondence Courses

Calendar Days Elapsed From Date Registration Completed	Refundable Percentage
1- 7 days, inclusive	80.0%
8-14 days, inclusive	60.0%
15-21 days, inclusive	40.0%
22-28 days, inclusive	20.0%
29 days or more	0.0%

Extended Studies Courses

Sessions Elapsed From Official Course Start	Course Credit Hour				
	1 Cr Hr	2 Cr Hr	3 Cr Hr	4 Cr Hr	5 Cr Hr
1 Session	60.0%	80.0%	80.0%	80.0%	80.0%
2 Sessions	20.0%	60.0%	80.0%	80.0%	80.0%
3 Sessions	0.0%	40.0%	60.0%	60.0%	60.0%
4 Sessions	0.0%	20.0%	40.0%	60.0%	60.0%
5 Sessions	0.0%	0.0%	20.0%	40.0%	40.0%
6 Sessions	0.0%	0.0%	0.0%	20.0%	40.0%
7 Sessions	0.0%	0.0%	0.0%	0.0%	20.0%
8 Sessions	0.0%	0.0%	0.0%	0.0%	0.0%

II. UNIVERSITY FEES, CHARGES AND DEPOSITS

	<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
Graduate School			
Thesis Binding Fee	10.00	10.00	0.0%
Dissertation Binding Fee	10.00	10.00	0.0%
University Microfilms Fee	42.00	48.50	15.0%
Examination Fee			
Resident Students	80.00	80.00	0.0%
Non-Resident Students	206.00	206.00	0.0%
Admissions Office			
APPLICATION FEE, NEW, NON-INTERNATIONAL STUDENTS		10.00	New
Application Fee, International Students	25.00	25.00	0.0%
Orientation Fee	12.00	12.00	0.0%
COLLEGE OF AGRICULTURE			
ADMINISTRATIVE FEE, SPONSORED INTERNATIONAL STUDENTS			
UNDER TRAINING AGREEMENTS WITH THE COLLEGE OF			
AGRICULTURE			
PER ACADEMIC SEMESTER		200.00	New
PER SUMMER SESSION		100.00	New
Registration Office Fees			
Visitor's Card	1.75	1.75	0.0%
Late Registration			
Summer Session	10.00	10.00	0.0%
Regular Semester	18.50	18.50	0.0%
Late Fee Payment			
First two days	10.00	10.00	0.0%
Three days and thereafter	18.50	18.50	0.0%
Late Graduation Check Sheet			
0-5 months late	3.00	3.00	0.0%
4 months late	6.25	6.25	0.0%
Graduation Fees	12.50	12.50	0.0%
Late Payment, Graduation Fees			
0-5 weeks late	3.00	3.00	0.0%
4 weeks late	6.00	6.00	0.0%
Transcript Fee			
First 20 a year	no charge	no charge	0.0%
Over 20 a year, each	.50	.50	0.0%
Late Check Sheet for Graduation	1.00	1.00	0.0%
Large Diploma Fee	4.50	.00	<100.0%>
Replacement Diploma Fee	25.00	25.00	0.0%

	FY 1987	FY 1988
Student Loan Interest Rates		
Loan Funds, interest rate not established by trust agreement, will or similar instrument or loan fund established by University of Wyoming or loan fund established by State of Wyoming without statutory interest rate		
Minimum interest charge	2.0%	2.0%
Maximum interest rate	6.0%	6.0%
Penalty interest rate for default, per annum	2.0%	2.0%
Scholarship Loan Fund for Superior Students Planning Teaching Careers		
Maximum interest rate, per annum	6.0%	6.0%
Penalty interest rate for default, per annum	2.0%	2.0%
Medical Student Contract Support Program		
Maximum interest rate, per annum, first 96 months of repayment	0.0%	0.0%
Maximum interest rate, per annum, 97-120 months of repayment	8.0%	8.0%
Penalty interest rate of default, per annum	2.0%	2.0%
Student Admission Charges (Full-time students only)		
Public Exercises Sponsored by Cultural Affairs Committee	50% of regular admission	50% of regular admission
MUSIC DEPARTMENT		
RECORDING AND PROGRAM PRODUCTION FEE		
MUSIC MAJOR STUDENT CONCERT		35.00
SPONSORED CONCERTS, TICKET SALES		
ADULT		4.00
HIGH SCHOOL STUDENTS AND SENIOR CITIZENS		2.00
UNIVERSITY OF WYOMING STUDENTS		FREE WITH VALIDINE
University Theatre Productions		
Regular Event		
Adults	4.00	4.00
Children	2.00	2.00
University of Wyoming Students	free with validine	free with validine
Special Guests		
Adults	5.00	5.00
Children	2.50	2.50
University of Wyoming Students	free with validine	free with validine
Season Pass	16.00	16.00
Patron	50.00	50.00

1988		FY 1987	FY 1988	% Change
	Labeling and Testing Center			
	Casting Charge			
	American College Testing Program, residual only	17.00	17.00	0.0%
	General Educational Development, per test	3.00	3.00	0.0%
	Graduate School Foreign Language test	20.00	25.00	25.0%
	Miller Analogies test	25.00	27.50	10.0%
2.0%	Vocational and Personality Inventories,	5.00	5.00	0.0%
6.0%	Strong Campbell Interest Inventory, and Kuder			
2.0%	College Level Examination Program	30.00	30.00	0.0%
	As required, charges for administration of	---		
6.0%	other tests are established to recover cost of			
2.0%	test to the Center and reasonable administrative			
	expenses.			
	Placement Services			
0.0%	Placement Service Fee, Alumni, per fiscal year	30.00	30.00	0.0%
8.0%	International Programs			
2.0%	Administrative Fee, International Students	10% of program costs	10% of program costs	0.0%
	Student Health Services			
% of regular mission	After-hours Fee (applies to all after-hours service rather than to non-emergency service only)	5.00	5.00	0.0%
	Charges for services in the Student Health Services (e.g., laboratory services, x-ray services, I.V. solutions, bandages, casting and medical supplies) include the cost of such services and supplies to Student Health Services. Charges to students for such services may include the direct cost only to Student Health Services. Inasmuch as full-time students are assessed a mandatory student fee, which includes \$20.00 for Student Health Services, the charges to students for services for items other than x-ray exams and pharmacy charges may not exceed thirty percent of the usual and customary charges in the Laramie medical com- munity, including the local emergency rooms.			
5.00	Microfilm records, per page	.10	.10	0.0%
	Department of Athletics			
4.00	Student Spouse Activity Card	10.00	10.00	0.0%
2.00	University School			
see with guideline	University School Summer Program, K-9, per class	60.00	60.00	0.0%
5.00	Library			
2.50	Bibliographic Database Searching	direct cost	direct cost	0.0%
see with guideline	Health Science Information Network			
4.00	Interlibrary Loan Request Fee (out-of- state only), per request	5.00	5.00	0.0%
4.00	Deposit, out-of-state user	10.00	10.00	0.0%
	Carrel deposits (forfeited when carrel is not renewed or key is not returned within one month of notification of request for renewal)	10.00	10.00	0.0%

interlibrary loan
 If cost to UW Library is over \$10.00, faculty, staff, or student pays excess
 Other institutions, no cooperative agreement
 Minimum (up to 50 photocopied pages)
 Over 50 photocopied pages, per page
 Other institutions, cooperative agreement
 First 19 photocopied pages
 20 pages and over, per page
 Overdue Interlibrary loan books, per day (if book is lost, borrower pays cost charged to University)
 lost book fee

Additional fee if replacement material is available in paperback only and requires binding
 science locker deposit (forfeited if locker is not renewed or lock is not returned by May), per locker
 loss of auditron for copy machine
 fines, overdue library materials
 Materials, 3 day check-out
 Each day overdue, per day per item
 Other library materials
 First two days overdue
 Over two days, per day per item
 Maximum overdue fine
 Book called
 First seven days
 Over seven days, per day
 Maximum charge
 Reserve materials overdue
 Per hour or any part of hour
 Maximum
 mutilation Charges
 Any person mutilating library materials or damaging library facilities are subject to the following charges:
 Mutilation of materials

Processing fees, per item
 Tip-in (2 xeroxed pages maximum)
 Rebinding fee (if tip-in is not applicable)
 Staff time fee, per hour (1 hour minimum)
 Reordering and shipping costs
 Billing charges if complete replacement is necessary
 Fine per item when intentional mutilation has occurred

	FY 1987	FY 1988
cost over	cost over	cost over
10.00	10.00	10.00
5.00	5.00	5.00
.10	.10	.10
no charge	no charge	no charge
.10	.10	.10
.10	.10	.10
15.00	15.00	15.00
plus cost of the material	plus cost of the material	plus cost of the material
5.00	5.00	5.00
3.00	3.00	3.00
32.00	32.00	32.00
.10	.10	.10
no charge	no charge	no charge
.10	.10	.10
10.00	10.00	10.00
no charge	no charge	no charge
.50	1.00	1.00
10.00	50.00	50.00
.25	.25	.25
10.00	10.00	10.00
actual replacement costs	actual replacement costs	actual replacement costs
5.00	5.00	5.00
7.50	7.50	7.50
4.00	4.00	4.00
cost	cost	cost
15.00	15.00	15.00
10.00	10.00	10.00

1988		FY 1987	FY 1988	%
		actual	actual	Change
	Mutilation of Facilities, including equipment			0.0%
cost over	Staff time fee, per hour (1 hour minimum)	4.00	4.00	0.0%
10.00	Reordering and shipping costs, where applicable			0.0%
5.00	Fine per item when intentional mutilation has occurred	10.00	10.00	0.0%
.10	Photocopy charges			
o charge	Public machines, per copy	.05	.05	0.0%
.10	Special enlargements, reductions, per copy	.20	.20	0.0%
.10	Microform machines, per copy	.20	.20	0.0%
	Transparencies, per copy	.60	.60	0.0%
	Facsimile transmissions			0.0%
15.00	Processed collection research fee, per hour	basis	basis	
s cost of	Hard processing use fee, per hour	3.40	3.40	0.0%
material		10.00	10.00	0.0%
5.00	and Student Service Programs			
	Associated Students Technical Service Program			
3.00	Labor costs			
	ASTEC Coordinator, per hour	6.50	6.50	0.0%
	Technician, per hour	4.00	5.00	25.0%
32.00	Equipment Rental, PER DAY			
	Sound SYSTEM			
	LARGE CONCERT		350.00	New
.10	SMALL CONCERT		30.00	New
	MUSIC PLAYBACK SYSTEM		15.00	New
o charge	LECTURE SYSTEM		15.00	New
.10	PA SYSTEM			
10.00	LARGE		30.00	New
	SMALL		15.00	New
o charge	STAGE LIGHTING		25.00	New
1.00	AMPLIFIER		7.50	New
50.00	LOUDSPEAKER			
	LARGE		7.00	New
.25	SMALL		3.50	New
10.00	SOUND MIXER BOARD			
	4 CHANNEL		7.50	New
	8 CHANNEL		15.00	New
	16 CHANNEL		40.00	New
	MICROPHONE (STAND/CABLE)		3.50	New
actual	TAPE DECK			
lacement	REEL TO REEL		7.50	New
	CASSETTE		7.50	New
5.00	EQUIPMENT RENTAL, ADDITIONAL DAYS, PER DAY		50% Costs	New
7.50	Commissions			
4.00	Sales to students	10.0%	10.0%	0.0%
cost	Sales to non-students	15.0%	15.0%	0.0%
15.00	Yearbook			
	Students	10.00	10.00	0.0%
10.00	Printing Charge	2.00	2.00	0.0%

ASUW Compuservice (average per hour)
 ASUW MEDIA SHOPPE
 BANNERS
 OIL CLOTH/CANVAS
 PAPER
 FRAMING
 POSTERS (SILKSCREENED)
 SETUP
 PER POSTER
 HANDBILL/FLYER
 PER ORDER (PHOTO READY MASTER)
 BUTTONS, EACH (DOES NOT INCLUDE ARTWORK)
 T-SHIRTS (SILKSCREENED)
 SET-UP
 PER SHIRT (SHIRTS NOT INCLUDED)
 ORIGINAL ART WORK, PER HOUR
 Student Affairs
 Academic Decathlon Fee, Per School
 University Ticket Sales
 Handling Fee, Per Order, Maximum
 (Intramural/Season Orders - Mail and
 Credit Card Orders)

FY 1987
14.00

FY 1988
14.00

35.00
15.00
5.00
30.00
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20.00
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30.00
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 RESIDENT HALL

III. UNIVERSITY AUXILIARY ENTERPRISES
FEES, CHARGES AND DEPOSITS

	<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
Board (excluding Thanksgiving, Christmas, Spring and Easter Vacation breaks)			
Unlimited access plan	1,544.00	1,544.00	0.00%
Any 12 access plan	1,494.00	1,494.00	0.00%
Any 9 access plan	1,174.00	1,174.00	0.00%
ANY 7 ACCESS PLAN		945.00	New
Any 5 access plan	694.00	694.00	0.00%
Any 3 access plan	426.00	426.00	0.00%
Room (excluding break between semesters)			
Double Occupancy Room	1,078.00	1,108.00	2.78%
Single Occupancy Room	1,619.00	1,664.00	2.78%
Residence Hall Social Fee	10.00	10.00	0.00%
Apartment Rental Rates, Per Month, Academic Year and 1987-1988 Summer Session			
University-Owned, Student			
1 bedroom	146.00*	150.00*	2.74%
2 bedroom, 1 story	179.00*	184.00*	2.79%
2 bedroom, 2 story	257.00**	264.00**	2.72%
University-Leased, Student (Spanish Walk)			
1 bedroom	256.00**	263.00**	2.73%
University-Owned, Faculty/Staff			
1 bedroom	188.00*	193.00*	2.66%
2 bedroom, 1 story	231.00*	237.00*	2.60%
2 bedroom, 2 story	329.00**	338.00**	2.74%
University-Leased, Faculty/Staff (Spanish Walk)			
1 bedroom	299.00**	307.00**	2.68%
Meal and Room Rates, 8 week 1987-1988 Summer Term Board (excluding July 4)			
3 meals per day, Monday through Friday	292.00	292.00+	0.00%
1 MEALS PER DAY, MONDAY THROUGH SUNDAY		350.00+	New
ANY 9 ACCESS PLAN		264.00	New
ANY 7 ACCESS PLAN		212.00	New
ANY 5 ACCESS PLAN		156.00	New
ANY 3 ACCESS PLAN		96.00	New
Room			
Double Occupancy Room	254.00	261.00	2.76%
Single Occupancy Room	381.00	391.00	2.63%

Includes gas & electricity
Includes gas & electricity
RESIDENT HALL STUDENTS MUST TAKE ONE OF THESE TWO

	FY 1987	FY 1988	
Housing Fees and Charges to Students			
Loss of Key (rekey charge)	20.00	20.00	Recover
Advance payment with application, Residence Hall Summer and Fall	50.00	50.00	Repair doubt
Cancellation without proper notification (forfeiture of advance payment)	50.00	50.00	Repair doubt
Storage fee for Students not returning, one time	50.00	50.00	Repair Repair
Improper check-out of residence halls	50.00	50.00	Replac doubt
Application fee, Apartments	25.00	25.00	Replac
Acceptance fee, Apartments	50.00	50.00	sing
Apartment damage deposit	75.00	75.00	Repair
Forfeiture of application fee when apartment is offered but not accepted	25.00	25.00	Repair Repair
Forfeiture of apartment deposit for failure to notify 30 days in advance of move out of apartment (MAXIMUM)	75.00	75.00	Repair Repair
Penalty fee for moving off campus while under residence hall agreement	225.00	225.00	Paint Paint
Fee for excessive key check outs (5 checkouts per semester)	5.00	5.00	Unive
Apartment cleaning and damage charges			Service
Floors scrubbed and waxed (NO CARPET)	24.00	24.00	Charge, 1
Clean bathroom	9.00	9.00	
Clean stove	18.00	18.00	Service c
Clean stove vent	3.00	3.00	identif
Clean heater vent	3.00	3.00	Washaki
Clean heating vents/air ducts	1.50	1.50	Cancellat
Change lock, 2 story	40.00	40.00	Change of
Change lock, 1 story & Spanish Walk	20.00	20.00	-ON CAM
Change door combination, per change after two changes, per semester	6.00	6.00	Miscout individ
Clean couch or chair	3.00	3.00	
Clean refrigerator	9.00	9.00	using Cha
Clean blinds	3.00	3.00	Rental of
Clean utility room	9.00	9.00	lock Lock
Clean cabinets	9.00	9.00	Milliard
Clean walls (hourly)	6.00	6.00	Per gam
Vacuum carpet	5.00	5.00	Per min
Vacuum cleaner rental, per day after first day	5.00	5.00	Rental of
Shampoo carpet	24.00	24.00	between
Clean window sills (hourly)	6.00	6.00	Double Single
Repair curtain rods			
Small window	2.76	2.76	
Large window	5.12	5.12	

		<u>FY 1987</u>	<u>FY 1988</u>	<u>%</u> <u>Change</u>
	Recover Double bed	50.00	50.00	0.0%
20.00	Repair/replace plywood,	14.00	14.00	0.0%
50.00	double bed			
	Repair box springs and mattress,	55.55	55.55	0.0%
50.00	double bed			
	Repair head board, double bed	30.00	30.00	0.0%
50.00	Repair frame, double bed	35.00	35.00	0.0%
	Replace mattress cover,	6.75	6.75	0.0%
50.00	double bed			
25.00	Replace mattress cover,	5.65	5.65	0.0%
50.00	single bed			
75.00	Repair/replace living room window	39.00	39.00	0.0%
25.00	Repair/replace back door window	20.00	20.00	0.0%
	Repair/replace small window	18.00	18.00	0.0%
	Repair hole in wall	32.70	32.70	0.0%
75.00	Repair chest of drawers	96.19	96.19	0.0%
	Repair table	48.20	48.20	0.0%
	Repair chair	12.05	12.05	0.0%
225.00	Paint, per gallon, enamel	12.00	12.00	0.0%
	Paint, per gallon, latex	8.50	8.50	0.0%
5.00	University phone directory	2.00	2.00	0.0%
	Service Fees and Charges to Students			
24.00	Charge, loss of temporary card	60% of	60% of	
9.00		guest rate	guest rate	0.0%
18.00	Service charge, student without a valid	5.00	5.00	0.0%
3.00	identification card but eating at			
3.00	Washakie			
1.50	Cancellation of off-campus meal contract	25.00	25.00	0.0%
40.00	Change of meal plan (one free per semester)	15.00	15.00	0.0%
20.00	(ON CAMPUS MANDATORY PLANS ONLY)			
6.00	Discount for purchase of \$20.00 or more,	10.0%	10.0%	0.0%
	individual meal tickets			
3.00				
9.00	Living Charges, Other			
3.00	Rental of rooms, Washakie Center, per room	25.00	25.00	0.0%
9.00	Book Locker Deposit, Washakie Center	.25	.25	0.0%
9.00	Billiard Tables			
6.00	Per game, or	.25	.25	0.0%
5.00	Per minute	.02	.02	0.0%
5.00	Rental of dormitory rooms, per night			
24.00	between semesters, students	5.00	5.00	0.0%
6.00	Double occupancy	10.00	10.00	0.0%
	Single occupancy	15.00	15.00	0.0%
2.76				
5.12				

Food Service Charges, Other

Knight Watkins Science Camp Rental AND DEPOSIT

DEPOSIT

RENTAL

First day	
Last day	
All other days	
Banquet Room Rental, per event, without food	
Crane-Hill Cafeteria (All)	
Crane-Hill Cafeteria (1/2)	
Washakie Cafeteria	
Ross Hall	
Snack Bar	
Kitchen Rental, per day, plus any repair	
Crane-Hill Kitchen	
Washakie Kitchen	
Snack Bar Kitchen	
Conference and guest food service rates	
Less than one day	
Breakfast	
Lunch	
Dinner	
Conference daily rate, 3 meals	
1 day through 10 days	
11 or more days	
Rental of Tents	
On-campus	
40x40 tent, up to 3 days	
40x60 tent, up to 3 days	
40x80 tent, up to 3 days	
40x100 tent, up to 3 days	
Off-campus	
40x40 tent, up to 3 days	
40x60 tent, up to 3 days	
40x80 tent, up to 3 days	
40x100 tent, up to 3 days	
Wyoming Union	
Union Facility Fees	
Official Campus Organizations	
Dances, per day	
East Ballroom	
West Ballroom	
Ballroom Lounge	
Ballroom and Lounge	
Movies, Lectures and Special Programs, per day	
East Ballroom	
West Ballroom	
Ballroom Lounge	
Room 216	

FY 1987

FY 1988

	300.00
100.00	100.00
100.00	100.00
100.00	100.00
300.00	300.00
150.00	150.00
500.00	500.00
150.00	150.00
50.00	50.00
100.00	100.00
100.00	100.00
50.00	50.00
3.10	3.10
3.80	3.80
5.75	5.75
10.20	10.20
7.25	7.25
300.00	300.00
420.00	420.00
540.00	540.00
660.00	660.00
420.00	420.00
588.00	588.00
756.00	756.00
924.00	924.00
25.00	25.00
20.00	20.00
10.00	10.00
50.00	50.00
15.00	15.00
10.00	10.00
10.00	10.00
12.50	12.50

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1988		FY 1987	FY 1988	% Change
	Meetings and Conferences			
	Regular meetings of Campus Organizations			
00.00	Sponsor, University or University			
	Department, per day			
00.00	East Ballroom	15.00	15.00	0.0%
00.00	West Ballroom	10.00	10.00	0.0%
00.00	Ballroom Lounge	10.00	10.00	0.0%
00.00	Room 213	5.00	5.00	0.0%
00.00	Room 216	12.50	12.50	0.0%
50.00	Room 231	5.00	5.00	0.0%
00.00	Room 233	5.00	5.00	0.0%
00.00	Room 235	5.00	5.00	0.0%
50.00	Room 248	5.00	5.00	0.0%
50.00	Room 250	5.00	5.00	0.0%
00.00	Room 333	5.00	5.00	0.0%
00.00	Cowboy Cellar (ROOM 144)	10.00	10.00	0.0%
00.00	Student Conferences involving Off-Campus	50% of	50% of	0.0%
50.00	Conferees sponsored by Campus Organizations	Univ. rate	Univ. rate	
	Off-Campus Organizations	3 times	3 times	0.0%
		Univ. rate	Univ. rate	
3.10	Games Area			
3.80	Bowling, per line	.95	1.00	5.0%
5.75	Billiards, per hour per table	1.40	1.50	7.0%
0.20	Table Tennis, per hour per table	.60	.60	0.0%
7.25	Shoe Rental, pair	.25	.25	0.0%
	Activities			
	Posters and Signs			
00.00	Silk screen set-up	20.00	20.00	0.0%
00.00	Additional run	10.00	10.00	0.0%
00.00	Per Poster	.75	.75	0.0%
00.00	Projector Change, per showing	7.50	10.00	33.0%
		plus labor	plus labor	
00.00	Locker Charge			
8.00	Games Area Locker			
6.00	Semester	3.00	3.00	0.0%
4.00	Year	5.00	5.00	0.0%
	Key Deposit (student, faculty, staff)	.25	1.00	300.0%
	Printing and Vending Services			
	Refrigerator and Bicycle Locker Rentals			
5.00	Deposit for refrigerator	10.00	10.00	0.0%
00.00	Deposit for bicycle locker	5.00	5.00	0.0%
00.00	Refrigerator rentals			
00.00	One month	5.00	5.00	0.0%
00.00	Summer session	10.00	10.00	0.0%
5.00	One academic year semester	25.00	25.00	0.0%
00.00	Two academic year semesters	40.00	40.00	0.0%
00.00	One calendar year	50.00	50.00	0.0%
2.50	Bicycle locker rentals			
	One month	5.00	5.00	0.0%
	Summer session	10.00	10.00	0.0%
	One academic year semester	20.00	20.00	0.0%
	Two academic year semesters	40.00	40.00	0.0%
	One calendar year	50.00	50.00	0.0%

	FY 1987	FY 1988
Laundry Facilities		
Washing machines	.50	.50
Dryers	.25	.25
Soap (2.5oz box)	.35	.35
Shuttle bus		
Single ride	.35	.40
Monthly pass	10.00	12.00
Semester pass	40.00	44.00
Two semester pass	70.00	75.00
Charter		
Per hour, and	15.00	15.00
Per mile	1.50	1.50
Minimum charge	25.00	25.00
Identification Card Charges		
Initial Card, students, faculty/staff	no charge	no charge
Dependents, spouses or employees of cooperating agencies, per card	4.00	4.00
New photograph at request of student	4.00	4.00
Replacement cards	10.00	10.00
Return of lost card		
Handling fee	5.00	5.00
Registration of scuba diving graduates (photo only)	1.00	1.00
Loss of temporary card	10.00	10.00
Campus service card, no picture	1.00	1.00
Parking		
Basketball and Football (S LOT)	20.00	25.00
Per athletic event	1.00	1.00
Fines, Violation of University Parking Regulations		
Visitor's Permit	no charge	no charge
False information in any application or misuse of parking permit	25.00	25.00
Failure to register vehicle, failure to display permit properly, or to keep permit attached	10.00	10.00
Failure to report change of status or change of address	15.00	15.00
Parking in area not covered by permit held	5.00	5.00
Motorcycle on main campus	5.00	5.00
Displaying expired permit or any portion thereof, per sticker	5.00	5.00
Improper parking	5.00	5.00
Overtime, 30 minute zone	5.00	5.00
Payment of fine within twenty-four hours, reduction (except for false information in any application or misuse of parking permit)	50% of fine	50% of rate

Trail Lake F
Room and F
Youth G
Minimu
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Adult G
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1988
 .50
 .25
 .35
 .40
 2.00
 4.00
 5.00
 5.00
 1.50
 5.00
 charge
 4.00
 4.00
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 1.00
 charge
 5.00
 0.00
 5.00
 5.00
 5.00
 5.00
 5.00
 5.00
 % of
 rate

Mill Lake Ranch Conference Center
 Room and Board
 Youth Groups, ~~per week~~ 5 DAYS, 80 people
 Minimum
 Maximum
 Adult Groups, ~~per week~~ 5 DAYS, 60 people
 Minimum
 Maximum
 Individual payment, short courses
 Per person per day
 Minimum
 Maximum

	<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
Youth Groups, per week 5 DAYS, 80 people	4,000.00	4,000.00	0.0%
Minimum	5,050.00	6,000.00	19.0%
Maximum	5,000.00	6,000.00	20.0%
Adult Groups, per week 5 DAYS, 60 people	7,000.00	8,000.00	14.0%
Minimum	29.00	32.00	10.0%
Maximum	34.00	40.00	18.0%

IV. LABORATORY AND SPECIAL COURSE FEES

	FY 1987	FY 1988	
Center for Academic Advising National Student Exchange Program Application Fee	35.00	35.00	Basic Applied One 1 Per Sum Two 1 Per Sum
International Studies Study Abroad	105.00	105.00	Fee, 65 Per s Summe Fee, 65 Per s
College of Agriculture Home Economics			Per s Summe Fee, 65 Per s
Fee, 301 Applied Design	6.50	.00	Summe Fee, 65 Per s
Fee, 370 Introductory Foods	10.00	.00	Fee, 65 Per s
Fee, 435 Textiles	10.00	.00	Per s Summe
Fee, 518 Fabric Construction Techniques	2.00	.00	Fee, 65 Per s
Fee, 533 Clothing Fitting & Alteration	15.00	.00	Summe Fee, 65 Per s
Fee, 570 Intermediate Food	8.00	.00	Per s Summe
Fee, 586 Household Equipment	5.00	.00	Fee, 65 Per s
Fee, 623 Pattern Making	5.00	.00	Summe Fee, 65 Per s
Fee, 670 Experimental Foods I	8.00	.00	Per s Summe
Fee, 671 Experimental Foods II	5.00	.00	Fee, 65 Per s
Fee, 680 Interior Design II	8.00	.00	Summe Fee, 65 Per s
Fee, 786 Fashion Promotions	5.00	.00	Per s Summe
Range Management			Practi One Two Organ One Two Biology Fee, 6
Fee, 635 Field Applications			
Minimum	175.00	175.00	
Maximum	225.00	225.00	
College of Arts and Sciences			
Administrative Fee, Internship Program sponsored by the Washington Center	200.00	200.00	
Anthropology			
Fee, 615 Field Work in Wyoming Archaeology	300.00	350.00	
Art			
Art Material Card (unused portion refunded)	10.00	10.00	
Botany			
Fee, 631 Flora of the Rocky Mountains	15.00	30.00	
GEOGRAPHY AND RECREATION			
FEE, 685 CURRENT TOPICS IN RECREATION		85.00	
Geology and Geophysics			
FEE, 410 GENERAL EDUCATION IN GEOLOGY		25.00	
FIELD METHODS			
Fee, 717 Summer Field Course	625.00	625.00	
Fee, 720 Tectonic Evolution of the North American Cordillera	50.00	50.00	

	<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
Applied Music Fees with Faculty Member			
One lesson per week			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Two lessons per week			
Per semester, academic year	150.00	150.00	0.0%
Summer session	90.00	90.00	0.0%
Fee, 651 Applied Music Methods and Materials			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Fee, 652 Applied Music Methods and Materials			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Fee, 653 Applied Music Methods and Materials			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Fee, 654 Applied Music Methods and Materials			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Fee, 655 Applied Music Methods and Materials			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Fee, 656 Applied Music Methods and Materials			
Per semester, academic year	90.00	90.00	0.0%
Summer session	60.00	60.00	0.0%
Practice Rooms			
One hour daily, per semester	2.50	2.50	0.0%
Two hours daily, per semester	5.00	5.00	0.0%
Organ Practice			
One hour daily, per semester	5.00	5.00	0.0%
Two hours daily, per semester	7.00	7.00	0.0%
Ecology and Physiology			
Fee, 646 Wildlife Ecology	50.00	50.00	0.0%

	FY 1987	FY 1988	
College of Education			
Student Teaching, applicable once as an undergraduate and once as a graduate	25.00	25.00	
Service Fee, out-of-state students enrolled in non-Wyoming institutions student teaching in Wyoming and supervised by University of Wyoming	350.00	350.00	
Service Fee, University of Wyoming students requesting out-of-state student teaching placements	100.00	100.00	
Testing Fee, California Achievement Test, teachers and outside applicants not enrolled at University of Wyoming or Wyoming community colleges seeking teacher certification in states other than Wyoming	30.00	30.00	
Charge per sub-test, repeat of sub-test	6.00	6.00	
Industrial/Vocational Education			
Fee, 354 Wood Materials and Processes	7.50	7.50	
Fee, 356 Electronic Communications	10.00	10.00	
Fee, 357 Industrial Graphics	2.50	2.50	
Fee, 358 Industrial Arts for Elementary and Special Education Teachers	12.50	12.50	
Fee, 359 Plastic Materials and Processes	10.00	10.00	
Fee, 417 Ag Mech - Lab	10.00	10.00	
Fee, 451 Industrial Graphic Arts Processes	10.00	10.00	
Fee, 452 Electrical Power	10.00	10.00	
Fee, 453 Mechanical and Fluid Power Tech	7.50	7.50	
Fee, 454 Metallic Materials and Processes	8.00	8.00	
Fee, 455 Welding Technology	10.00	10.00	
Fee, 456 Graphics for Light Construction	2.50	2.50	
Fee, 457 Communications Circuits & Devices	10.00	10.00	
Fee, 458 Copy Preparation	10.00	10.00	
Fee, 459 Wood Fabrication Technology	10.00	10.00	
Fee, 553 Plastics Production Technology	10.00	10.00	
Fee, 555 Electrical Machinery and Controls	5.00	5.00	
Fee, 556 Digital Circuits	10.00	10.00	
Fee, 557 Machine Tool and Casting Tech	8.00	8.00	
Fee, 560 Industrial Crafts	10.00	10.00	
Fee, 653 Manufacturing & Construction Ent.	8.00	8.00	
Fee, 655 Advanced Welding Technology	5.00	5.00	
Fee, 656 Testing of Materials	5.00	5.00	
Fee, 658 Trade-Tech Occupations	5.00	5.00	
Fee, 617 Project Development - Ag Mech	15.00	15.00	
Education Placement Fee			
File activation	10.00	10.00	
Activation Fee, non-UW Graduates, per placement year	50.00	50.00	
Subsequent Activation Fee, per placement year	20.00	20.00	
Credential processing	2.00	2.00	
Out-of-state for in-state placement	35.00	35.00	
Vacancy Notices (30 notices)	6.60	6.60	

		<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
988	College of Extended Studies			
.00	Special Course Fee, Summer Tour, London, England (in lieu of tuition), per student	150.00	150.00	0.0%
.00	Telephone Conferencing Fees			
.00	Academic/Instructional			
.00	Per port/per hour (Meet Me)	no charge	no charge	0.0%
.00	Per port/per hour (Dial-up)	no charge	no charge	0.0%
.00	Non-Instructional/Educational Groups			
.00	Per port/per hour (Meet Me)	10.00	10.00	0.0%
.00	Per port/per hour (Dial-up)	not available	not available	0.0%
.00	Governmental Agencies			
.00	Per port/per hour (Meet Me)	10.00	10.00	0.0%
.00	Per port/per hour (Dial-up)	not available	not available	0.0%
.00	Commercial/Private Sector			
.00	Per port/per hour (Meet Me)	15.00	15.00	0.0%
.00	Per port/per hour (Dial-up)	not available	not available	0.0%
.50	Use of Computer Laboratories in Public Schools			
.00	Per student	10.00	10.00	0.0%
.50	College of Health Sciences			
.00	School of Nursing			
.00	Uniforms	75.00	75.00	0.0%
.00	Travel Fee (Cheyenne)	150.00	150.00	0.0%
.00	School of Physical and Health Education			
.00	Course Fees			
.50	Fee, 315 Beginning Scuba	65.00	65.00	0.0%
.00	Fee, 353 Beginning Bowling	25.00	25.00	0.0%
.00	Fee, 355 Beginning Golf	15.00	15.00	0.0%
.50	Fee, 358 Beginning Skiing	70.00	70.00	0.0%
.00	Fee, 412 Advanced Scuba	75.00	75.00	0.0%
.00	Fee, 453 Intermediate Bowling	25.00	25.00	0.0%
.00	Fee, 455 Intermediate Golf	15.00	15.00	0.0%
.00	Fee, 456 Beginning Horsemanship	85.00	85.00	0.0%
.00	Fee, 458 Intermediate Skiing	70.00	70.00	0.0%
.00	Fee, 421 Standard First Aid	5.00	5.00	0.0%
.00	FITNESS/EXERCISE PROGRAM			
.00	STUDENTS CARRYING 9 OR MORE CREDITS		10.00	New
.00	STUDENTS CARRYING LESS THAN 9 CREDITS		15.00	New
.00	FACULTY/STAFF		20.00	New
.00	Cooperative A.S./B.S. Program in Dental Hygiene			
.00	Program Fee, assessed students in clinical	100.00	100.00	0.0%
.00	component of the program, collected in 2nd, 3rd and 4th years, per semester			

Office of Correspondence Study

Rentals

Textbooks, half year

Deposits

Textbooks

High School Courses

Non-credit Courses

Video Tapes

VHS (includes accompanying audio tapes-package)

Beta (includes accompanying audio tapes-package)

Audio Tapes

Kits

Geology

Educational Administration

Metric

Prints

All

Slides

College Courses

High School Courses

Changes in Registration

Transfer to another course

Extension of completion date

Sales

Course syllabi to non-registered students
or other institutions

College

High School and Non-credit

FY 1987 FY 1988

FY 1987	FY 1988
4.50	4.50
22.00	22.00
22.00	22.00
40.00	40.00
50.00	50.00
4.00	4.00
20.00	20.00
15.00	15.00
40.00	40.00
10.00	10.00
11.00	11.00
3.00	3.00
5.00	5.00
5.00	5.00
7.00	7.00
5.00	5.00

V. MISCELLANEOUS FEES, CHARGES AND DEPOSITS

	<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
University Photo Service			
Charges to students and University personnel are on the same basis as to University departments			
Guiding Career Information Service			
Computerized Package			
Community Colleges (no additional long distance telephone charges)	950.00	950.00	0.0%
Other (long distance telephone charges are additional)	575.00	575.00	0.0%
Micro-Quest Package	575.00	575.00	0.0%
Information Books Only	275.00	275.00	0.0%
Additional Materials			
Diskette	25.00	25.00	0.0%
Set of information books	75.00	75.00	0.0%
Implementation book	25.00	25.00	0.0%
User's handbook	.40	.40	0.0%
Country Club Golf Course (effective February 15, 1985 1, 1987)			
Greens Fees			
Weekdays			
9 holes	5.00	5.00	0.0%
18 holes	7.50	7.50	0.0%
Weekends and Holidays			
9 holes	6.50	6.50	0.0%
18 holes	10.00	10.00	0.0%
After 6:00 P.M.	4.00	4.00	0.0%
Memberships			
Junior (18 YEARS OF AGE AND UNDER)	90.00	90.00	0.0%
Single	170.00	170.00	0.0%
SPOUSE		90.00	New
CHILDREN (18 YEARS OF AGE AND UNDER)		60.00	New
Family (MAXIMUM)	330.00	350.00	6.0%
Student Greens Fee Booklet, 10 tickets (each ticket, 9 holes, weekdays, weekends and holidays)	30.00	30.00	0.0%
Locker Rentals, per year			
Small	20.00	20.00	0.0%
Large	25.00	25.00	0.0%
State Veterinary Laboratory			
Basic Services			
Accession fee (Minimum)	6.00	6.00	0.0%
Autopsy (All): includes histopath, mycol., viral FA tests, parasitology, and serology (does not include use of test kits, E.M. and virus isolation attempts) (Maximum)	15.00	15.00	0.0%
Histopathology (per tissue)	2.00	2.00	0.0%

	FY 1987	FY 1988	
Bacteriology			
Aerobic	2.00	2.00	
ANAEROBIC		6.00	
SENSITIVITY		1.00	
Mycology (per sample)	2.00	2.00	
Parasitology (per sample)	2.00	2.00	
Virology (per sample)			
FA tests	2.00	2.00	
VIRUS ISOLATION		10.00	
ELECTRON MICROSCOPY		6.00	
REFERRED TESTS (ACCESSION FEE ONLY)		6.00	
SEROLOGY			
TEST KITS		10.00	
EIA, FIP, FELEUK., BOLEUK., B. CANIS,			
K99, EQ. PREG., ROTA, ETC.			
EIA (OUT-OF-STATE)			
SN Tests for viral anitbody*	2.00	2.00	
Haemophilus*	2.00	2.00	
Leptospirosis*	2.00	2.00	
ANAPLASMOSIS		1.00	
BLUETONGUE		1.00	
BRUCELLOSIS		no charge	
Clinical Pathology			
Serum Chemistries			
PROFILES		8.00-10.00	
Individual (First and Second)	6.00	6.00	
INDIVIDUAL (AFTER SECOND)		2.00	
Hematology (CBC)	6.00	6.00	
URINALYSIS		4.00	
Public Health Service	no charge	no charge	
e.g. Rabies, Plague, etc.			
Certification Fees, Plant Science			
Wyoming Crop Improvement Assoc.			
Annual Dues and	10.00	10.00	
Assessment per acre	.25	.25	
Wyoming Seed Certification Annual			
Application Fee, each variety	10.00	10.00	
Late Application Fee	25.00	25.00	
Field Inspection Fees			
Minimum, each variety	10.00	10.00	
Grasses, large-seeded (small grains),			
per acre	3.00	3.00	
Grasses, small-seeded, per acre	3.00	3.00	
Legumes, large-seeded (beans), per acre	3.00	3.00	
Legumes, small-seeded, per acre	3.00	3.00	
Potatoes, per acre	4.00	4.00	
Potato Latent "Virus X" (WCIA Fee), per acre	2.00	2.00	
New seeding of perennials (annual	no charge	no charge	
application fee of \$10.00)			

*NO ADDITIONAL CHARGE FOR PAIRED SERA

			FY 1987	FY 1988	% Change
988	Charge	Potato Bin Inspection Fee, same owner			
		First sample	30.00	30.00	0.0%
2.00		Each additional sample per inspection trip	15.00	15.00	0.0%
1.00		Blue tag for all crops (.01¢ to WCIA), per tag	.10	.10	0.0%
2.00		Potato "Virus X" tested tags (.02¢ to WCIA), per tag	.10	.10	0.0%
2.00		Sealed in the Dirt Tags, per tag	.05	.05	0.0%
		Metal Seals, per tag	.05	.05	0.0%
2.00		Bulk certification for all crops based on	.05	.05	0.0%
0.00		application for bulk sales certificate			
6.00		(.01¢ to WCIA), per cwt.			
6.00		Soil Testing			
		Routine test (includes pH, salts, organic	3.50	3.50	0.0%
0.00		matter, phosphorous, nitrate-nitrogen,			
		lime and texture), per sample			
		Sub-soil (nitrate-nitrogen on extra sub-soil	1.50	1.50	0.0%
		accompanying routine test on surface),			
2.00		per sample			
2.00		Available potassium, per sample	1.50	1.50	0.0%
2.00		Available iron, per sample	1.50	1.50	0.0%
1.00		Available zinc, per sample	1.50	1.50	0.0%
1.00		Irrigation suitability, per sample	15.00	15.00	0.0%
charge		Plant mounts, per plant or seed mount	.75	.75	0.0%
		Storage tests, per entry per location	200.00	200.00	0.0%
		Corn tests, per entry per location			
10-10.00		Wyoming seed dealers	30.00	30.00	0.0%
6.00		Non-Wyoming seed dealers	50.00	50.00	0.0%
2.00		Variety testing, sugar beets			
6.00		Per variety, selected location	726.00	726.00	0.0%
4.00		Per variety, each additional location	363.00	363.00	0.0%
charge					
		Evaluation Fees, Animal Science			
		Wool Determination			
		In-state, per fleece	15.00	15.00	0.0%
		Out-of-state, per fleece	20.00	20.00	0.0%
10.00		Microprojection			
.25		Air Flow (Port-Ar), per sample	2.50	2.50	0.0%
		Microprojection, per sample	5.00	5.00	0.0%
10.00		Information cores of bag lots			
25.00		Machine use	1.00	1.00	0.0%
		Field	5.00	5.00	0.0%
10.00		Diameter (by microprojection of 200 fibers)	3.00	3.00	0.0%
		Selected flocks raised in Wyoming, "on farm			
3.00		performance testing program," fleece evaluation			
3.00		Clean wool determination, per fleece	10.00	10.00	0.0%
3.00		Diameter determination			
3.00		Air-flow	2.50	2.50	0.0%
4.00		Microprojection	5.00	5.00	0.0%
2.00		Pressing charges			
o charge		Grease, per grease pound	.50	.50	0.0%
		Scoured wool, per pound	3.00	3.00	0.0%
		Sliver, per pound	3.50	3.50	0.0%
		Washed wool, per pound	1.50	1.50	0.0%

	FY 1987	FY 1988	
Civil Engineering			
Soils Laboratory and Rock Mechanics Laboratory			
Atterberg Limit Test Equipment, per day	10.00	10.00	Facilit
Sieve Analysis Equipment, per day	10.00	10.00	Facilit
Soils Direct Shear Test Equipment, per day	20.00	20.00	part-
Proctor Test Equipment, per day	15.00	15.00	Facilit
Inplace Density Test Equipment, per day	10.00	10.00	spous
CBR Test Equipment (test run by user), per test	70.00	70.00	Per
Soil Resistivity Test Equipment, per day	20.00	20.00	Per
Small-Scale Direct Shear Tests			Facilit
Trimmed Specimen Fees, per specimen			staff
Labor, per hour (minimum \$8.00)	4.00	4.00	spous
Normal Load Test, add 1/2 hour per load	2.00	2.00	Per
Equipment	30.00	30.00	Per
Normal Load Test, per load, add	10.00	10.00	Facilit
Non-Trimmed Specimen Fees, per specimen			facul
Labor, per hour (minimum \$16.00)	4.00	4.00	and s
Normal Load Test, add 1/2 hour per load	2.00	2.00	Per
Equipment	50.00	50.00	Per
Normal Load Test, per load, add	10.00	10.00	Communi
Structural Test Facility and Wet Room			Acre
Concrete Cylinder Testing, per test	12.00	12.00	Adult E
Surveying Laboratory and Surveying Equipment			Adult E
Electronic Distant Meter with 2 tripods and prism	60.00	60.00	per P
Theodolite 1" with tripod	30.00	30.00	Summer
Theodolite 10" with tripod	15.00	15.00	per w
Transit Vernier with tripod	10.00	10.00	Locker
Level, automatic with tripod	8.00	8.00	locke
Level Rod	1.00	1.00	daily l
100' Steel Tape	1.00	1.00	Guest p
Child Care Center			Card
Registration Fee (non refundable) per child	25.00	25.00	Facilit
Per Child per day	9.50	10.50	Half
Per Child per half day	5.50	5.75	Poo
Per Child per half day, kindergarten only	6.75	6.75	P
Child Development Center			P
Per child, full day care, per semester	150.00	150.00	Mal
Per child, half day care, per semester	75.00	75.00	Wre
University School			Inf
Elementary Milk and Juice Program			Wei
Grades N-K, juice, per semester	6.00	6.00	Rac
Grades 1-4, milk, per semester	7.00	7.00	Corbe
			Poo
			P
			P
			P
			Gym
			Cl
			Tenni
			Unive

		<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
1988	Activities Fees, School of Physical and Health			
	Education			
0.00	Facility Access, part-time student, per semester	10.00	10.00	0.0%
0.00	Facility Access plus locker/towel/clothing, part-time student, per semester	15.00	15.00	0.0%
0.00	Facility Access, faculty, staff, student spouses, faculty and staff spouses			
5.00	Per semester	10.00	10.00	0.0%
0.00	Per calendar year	20.00	20.00	0.0%
0.00	Facility Access plus locker/towel, faculty, staff, student spouses, faculty and staff spouses			
4.00	Per semester	15.00	15.00	0.0%
2.00	Per calendar year	30.00	30.00	0.0%
0.00	Facility Access plus locker/towel, clothing, faculty, staff, student spouses, faculty and staff spouses			
4.00	Per semester	20.00	20.00	0.0%
2.00	Per calendar year	40.00	40.00	0.0%
0.00	Community membership, limited (Corbett, Half Acre and Tennis Complex only) annual	80.00	80.00	0.0%
2.00	Adult Education, non-credit classes, per student	1.00	1.00	0.0%
0.00	Adult Education, Summer Conference conferees, per person per day	2.00	2.00	0.0%
0.00	Summer Athletic Camp Participants, per person per week	2.00	2.00	0.0%
5.00	Locker stripping (for those who do not clear locker), per locker	10.00	10.00	0.0%
0.00	Daily Locker Rental, per day, no towel	.50	.50	0.0%
8.00	Guest passes (valid University Identification Card only), per day	2.00	2.00	0.0%
1.00	Facility Rental Fees			
1.00	Half Acre			
5.00	Pool			
0.50	Per hour	12.50	12.50	0.0%
5.75	Per day	60.00	60.00	0.0%
6.75	Per week	240.00	240.00	0.0%
	Main Gym, per hour	15.00	15.00	0.0%
50.00	Wrestling Room, per hour	7.50	7.50	0.0%
5.00	Infield, per hour	15.00	15.00	0.0%
	Weight Room, per hour	7.50	7.50	0.0%
	Racquetball Courts, per hour per court	7.50	7.50	0.0%
	Corbett Building			
	Pool			
6.00	Per hour	24.00	24.00	0.0%
7.00	Per day	120.00	120.00	0.0%
	Per 5 day week	480.00	480.00	0.0%
	Gym, per hour	15.00	15.00	0.0%
	Classrooms, per hour	7.50	7.50	0.0%
	Tennis Complex, per hour	15.00	15.00	0.0%
	University School Gym, per hour	15.00	15.00	0.0%

Equipment Rental Fees

Students, faculty and staff with a valid University Identification Card can check out equipment for immediate use with no fee. When equipment is checked out to leave campus, the following fee schedule applies:

	FY 1987	FY 1988
Tug-of-War Rope	2.00	2.00
1 day	4.00	4.00
2 days	25.00	25.00
Deposit		
Horseshoes and Stake	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		
Volleyballs	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		
Volleyball Nets	2.00	2.00
1 day	4.00	4.00
2 days	rental fee	rental fee
Deposit		
Soccer Balls	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		
Badminton Nets	2.00	2.00
1 day	4.00	4.00
2 days	rental fee	rental fee
Deposit		
Badminton Racquets	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit	.25	.25
Shuttlecocks, each		
Basketballs	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		
Softball Bats	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		
Softball Bases (Rug) (Set of four)	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		
Playground Balls	1.00	1.00
1 day	2.00	2.00
2 days	rental fee	rental fee
Deposit		

			<u>FY 1987</u>	<u>FY 1988</u>	<u>%</u> <u>Change</u>
	Tennis Racquets				
	1 day		1.00	1.00	0.0%
	2 days		2.00	2.00	0.0%
	Deposit		rental fee	rental fee	0.0%
	Equipment Bags				
	1 day		1.00	1.00	0.0%
	2 days		2.00	2.00	0.0%
	Deposit		rental fee	rental fee	0.0%
2.00	T-Ball				
4.00	1 day		1.00	1.00	0.0%
5.00	2 days		2.00	2.00	0.0%
	Deposit		rental fee	rental fee	0.0%
1.00	Frisbees				
2.00	1 day		1.00	1.00	0.0%
total fee	2 days		2.00	2.00	0.0%
	Deposit		rental fee	rental fee	0.0%
1.00	Cones (Marking)				
2.00	1 day		1.00	1.00	0.0%
total fee	2 days		2.00	2.00	0.0%
	Deposit		rental fee	rental fee	0.0%
2.00	Racquetball Racquets				
4.00	1 day		1.00	1.00	0.0%
total fee	2 days		2.00	2.00	0.0%
	Deposit		rental fee	rental fee	0.0%
1.00	Fees for Lost Items				
2.00	Lock		4.00	4.00	0.0%
total fee	Towel		2.00	2.00	0.0%
	Shorts		6.00	6.00	0.0%
2.00	Shirt		8.00	8.00	0.0%
4.00	Men's swimsuit		6.00	6.00	0.0%
total fee	Women's swimsuit		8.00	8.00	0.0%
	Basketball		25.00	25.00	0.0%
1.00	Volleyball		20.00	20.00	0.0%
2.00	Racquetball racquet		25.00	25.00	0.0%
total fee	Tennis racquet		50.00	50.00	0.0%
.25	Weight training belt		25.00	25.00	0.0%
	Weight pins		5.00	5.00	0.0%
1.00	Volleyball net		20.00	20.00	0.0%
2.00	Tug-o-war rope		75.00	75.00	0.0%
total fee	Service Fees, Energy Research Laboratory				
	Exercise Stress Test		130.00	130.00	0.0%
1.00	Hydrostatic Weighing		25.00	25.00	0.0%
2.00	Aerobic Capacity Determination		50.00	50.00	0.0%
total fee	Forced Expiratory Volume in 1 second		15.00	15.00	0.0%
	Exercise Prescription		20.00	20.00	0.0%

Speech Pathology and Audiology

Diagnostic Evaluations

Speech-Language

- Articulation evaluation (fluency, articulation)
- Phonological evaluation
- Language evaluation
- Speech/language evaluation
- Fluency evaluation
- Voice evaluation
- Aphasia evaluation
- Auditory language evaluation

Audiology

- Basic audiometric evaluation
- Hearing aid evaluation
- HEARING AID CONSULTATION/SERVICING
- Impedance audiometry
- Special testing
- COR/VRA audiometry
- Central auditory testing
- Brain stem evoked response
- Evaluation of aid(s)
- Electroacoustical aid evaluation

Therapy Services

Speech-Language

- per 30 minutes
- per 45 minutes
- per 60 minutes

UW students, Speech-Language, per semester

- 1 session per week
- 2 sessions per week
- 3-5 sessions per week

University School students, Speech-Language

Per semester

Audiology

- Senior citizens (65 years or older)
diagnostic and therapy

Non-cancellation of appointments

Mobile Hearing Van

Basic Hearing Evaluation

Senior citizens, 62 and over

Site of Lesion Hearing Evaluation

Industrial Hearing Conservation

Audiogram, per person

Special Services

- Hearing aid evaluation
- Electronic analysis of hearing aid
- Calibration check of an audiometer
- Custom made ear defenders
- Ear impression and ear mold, each ear
- Hearing screening, per individual
- Audiologic Consultant Services, per day
- Maximum fee for one day

	FY 1987	FY 1988
Articulation evaluation (fluency, articulation)	15.00	15.00
Phonological evaluation	30.00	30.00
Language evaluation	30.00	30.00
Speech/language evaluation	40.00	40.00
Fluency evaluation	30.00	30.00
Voice evaluation	30.00	30.00
Aphasia evaluation	30.00	30.00
Auditory language evaluation	30.00	30.00
Basic audiometric evaluation	30.00	30.00
Hearing aid evaluation	100.00	100.00
HEARING AID CONSULTATION/SERVICING		5.00
Impedance audiometry	5.00	5.00
Special testing	10.00	10.00
COR/VRA audiometry	10.00	10.00
Central auditory testing	20.00	20.00
Brain stem evoked response	75.00	75.00
Evaluation of aid(s)	15.00	15.00
Electroacoustical aid evaluation	5.00	5.00
per 30 minutes	6.00	6.00
per 45 minutes	9.00	9.00
per 60 minutes	12.00	12.00
UW students, Speech-Language, per semester		
1 session per week	10.00	10.00
2 sessions per week	15.00	15.00
3-5 sessions per week	20.00	20.00
University School students, Speech-Language		
Per semester	50.00	50.00
Senior citizens (65 years or older) diagnostic and therapy	15% of rate	15% of rate
Non-cancellation of appointments	50% of rate	50% of rate
Basic Hearing Evaluation	35.00	35.00
Senior citizens, 62 and over	23.00	23.00
Site of Lesion Hearing Evaluation	40.00	40.00
Industrial Hearing Conservation	8.00	8.00
Audiogram, per person		
Hearing aid evaluation	45.00	45.00
Electronic analysis of hearing aid	20.00	20.00
Calibration check of an audiometer	25.00	25.00
Custom made ear defenders	25.00	25.00
Ear impression and ear mold, each ear	15.00	15.00
Hearing screening, per individual	10.00	10.00
Audiologic Consultant Services, per day	200.00	200.00
Maximum fee for one day	400.00	400.00

		<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
	Department of Human Medicine			
	Charges and Deposits (methodology)			
	The Family Practice Centers maintain a formal fee schedule for physician services based on a relative value scale. A relative value guide correlates the difficulty of performing a certain procedure and the time it takes and when assigns a unit value to the procedure. There are over 7,000 procedures listed in the Relative Value Scale and each procedure has a unique code associated with it as well as a unit value. The fee to be charged for the procedure is obtained by multiplying the unit value by a conversion factor. The conversion factor used at the Family Practice Centers is updated once a year by reviewing the charges of other family practice physicians in the community. The average conversion factor for the family physicians is calculated and the fees are adjusted to correspond with the median office fees in the community. In the past, the current economic condition of the community and the impact of raising fees would have on the indigent and lower income patients have been taken into consideration.			
15.00	Visual Services			
30.00	Equipment rental, personal use only, 24 hour period			
30.00	8mm film projector	6.00	6.00	0.0%
40.00	16mm film projector	3.00	3.00	0.0%
30.00	8mm carousel slide projector	3.00	3.00	0.0%
30.00	16mm slide projector	2.50	2.50	0.0%
30.00	Slide projector	5.00	5.00	0.0%
30.00	Slide projector	2.50	2.50	0.0%
30.00	Slide projector	3.00	3.00	0.0%
00.00	Slide projector	3.00	3.00	0.0%
5.00	Slide projector	3.00	3.00	0.0%
5.00	Slide projector	3.00	3.00	0.0%
10.00	Slide projector	3.00	3.00	0.0%
10.00	Slide projector	3.00	3.00	0.0%
20.00	Slide projector	3.00	3.00	0.0%
75.00	Slide projector	3.00	3.00	0.0%
15.00	Slide projector	3.00	3.00	0.0%
5.00	Slide projector	3.00	3.00	0.0%
6.00	Slide projector	3.00	3.00	0.0%
9.00	Slide projector	3.00	3.00	0.0%
12.00	Slide projector	3.00	3.00	0.0%
10.00	Slide projector	3.00	3.00	0.0%
15.00	Slide projector	3.00	3.00	0.0%
20.00	Slide projector	3.00	3.00	0.0%
50.00	Slide projector	3.00	3.00	0.0%
15% of rate	Slide projector	3.00	3.00	0.0%
% of rate	Slide projector	3.00	3.00	0.0%
35.00	Slide projector	3.00	3.00	0.0%
23.00	Slide projector	3.00	3.00	0.0%
40.00	Slide projector	3.00	3.00	0.0%
8.00	Slide projector	3.00	3.00	0.0%
45.00	Slide projector	3.00	3.00	0.0%
20.00	Slide projector	3.00	3.00	0.0%
25.00	Slide projector	3.00	3.00	0.0%
25.00	Slide projector	3.00	3.00	0.0%
15.00	Slide projector	3.00	3.00	0.0%
10.00	Slide projector	3.00	3.00	0.0%
200.00	Slide projector	3.00	3.00	0.0%
400.00	Slide projector	3.00	3.00	0.0%

Film Rental Schedule (In-State)

Black and white

- 0-11 minutes
- 12-22 minutes
- 23-33 minutes
- 34-44 minutes
- 45-55 minutes
- 56- minutes

Color

- 0-11 minutes
- 12-22 minutes
- 23-33 minutes
- 34-44 minutes
- 45-55 minutes
- 56- minutes

Film Rental Schedule (Out-of-State)

Black and white

- 0-11 minutes
- 12-22 minutes
- 23-33 minutes
- 34-44 minutes
- 45-55 minutes
- 56- minutes

Color

- 0-11 minutes
- 12-22 minutes
- 23-33 minutes
- 34-44 minutes
- 45-55 minutes
- 56- minutes

FY 1987

FY 1988

FY 1987	FY 1988
7.00	7.00
8.00	8.00
10.00	10.00
14.00	14.00
15.00	15.00
17.00	17.00
8.00	8.00
10.00	10.00
14.00	14.00
16.00	16.00
19.00	19.00
21.00	21.00
8.00	8.00
9.00	9.00
11.00	11.00
16.00	16.00
17.00	17.00
19.00	19.00
9.00	9.00
11.00	11.00
16.00	16.00
18.00	18.00
21.00	21.00
23.00	23.00

Clarence Jayne Media Center

Comprehensive Media Support Services will be provided to the College of Education at no charge. "Out of College" departments and sponsored projects/ programs will be charged for services based on replacement cost value.

Instructional Telecommunication Services

(Overtime hours incurred performing any service will be paid by the initiating agency if purpose is not instruction.)

Television Production

Instruction

- Within operational support base pool
- In excess of operational support base pool

Production, per hour	50.00	50.00
Editing, per hour	30.00	30.00
Dubbing, per hour	5.00	7.00
Planning, per hour	6.00	6.00
Administration, per hour	3.00	3.00

Research
Produ
Editi
Dubbi
Plann
Admin
Commerc
Produ
Editi
Dubbi
Plann
Admin
Television
Instruct
Research
Commerci
Television
Receptio
Instru
Resear
Commer
Campus
Instru
Resear
8:0
Aft
Comme
8:0
Aft
Mo Pro
Product
Insty
Resea
Comme
Product
Inst
Resea
Comm
Dubbing
Casset
Reel-t
Servic
NATION
FILM BAN
FIRST
SECOND
THIRD

		FY 1987	FY 1988	% Change
1988	Research/Institutional			
	Production, per hour	50.00	50.00	0.0%
	Editing, per hour	30.00	30.00	0.0%
7.00	Dubbing, per hour	5.00	7.00	40.0%
8.00	Planning, per hour	6.00	6.00	0.0%
0.00	Administration, per hour	3.00	3.00	0.0%
4.00	Commercial			
5.00	Production, per hour	125.00	125.00	0.0%
7.00	Editing, per hour	60.00	60.00	0.0%
	Dubbing, per hour	25.00	25.00	0.0%
8.00	Planning, per hour	35.00	35.00	0.0%
0.00	Administration, per hour	10.00	10.00	0.0%
4.00	Television Equipment Loan, 24 hours			
6.00	Instruction	no charge	no charge	0.0%
9.00	Research/Institutional	25.00	25.00	0.0%
1.00	Commercial	not available	not available	0.0%
	Television Satellite Reception			
	Reception, per hour			
8.00	Instruction	no charge	no charge	0.0%
9.00	Research/Institutional	15.00	15.00	0.0%
1.00	Commercial	40.00	40.00	0.0%
6.00	Campus cable distribution			
7.00	Instruction	no charge	no charge	0.0%
9.00	Research/Institutional			
	8:00 a.m.-5:00 p.m.	5.00	5.00	0.0%
9.00	After hours, per hour	10.00	10.00	0.0%
1.00	Commercial			
6.00	8:00 a.m.-5:00 p.m.	15.00	15.00	0.0%
8.00	After hours, per hour	25.00	25.00	0.0%
1.00	Radio Production and Recording			
3.00	Production Room self-use, per hour			
	Instruction	no charge	no charge	0.0%
	Research/Institutional (minimum of 1 hour)	6.00	6.00	0.0%
	Commercial	12.00	12.00	0.0%
	Production Room plus technical, per hour			
	Instruction	no charge	no charge	0.0%
	Research/Institutional	12.00	12.00	0.0%
	Commercial	18.00	18.00	0.0%
	Dubbing charges, all University units			
	Cassettes, each	.25	.25	0.0%
	Reel-to-reel	.50	.50	0.0%
	Service charge, per half-hour	3.50	3.50	0.0%
	UNION SAFETY OFFICE			
0.00	FILM BADGE EXCHANGE, LATE RETURN			
0.00	FIRST LATE BADGE, CALENDAR YEAR		NO CHARGE	New
7.00	SECOND LATE BADGE, CALENDAR YEAR		6.00	New
5.00	THIRD LATE BADGE, CALENDAR YEAR		10.00	New
3.00				

Wyoming Water Research Center

Publications:

In stock

Out-of-print, per page

Water Resources Data System

Data retrieval and analysis will be provided on a cost recovery basis

~~Water Center Information Service~~

~~Water Bio~~

~~Requests will be provided on a cost recovery basis~~

FY 1987 FY 1988

no charge no charge
 .10 .10

~~no charge~~

University of Wyoming-National Park Service
Research Center

Living Facilities, restricted to investigators whose research is based at the Research Center, and to their associates, assistants and immediate families.

Less than one week (1-2 people per unit) per day

6.50 6.50

One week but less than four weeks (1-2 people per unit), per day

5.50 5.50

Longer than four weeks (1-2 people per unit), per day

4.50 4.50

Charge, additional occupancy in excess of two people, per person, per day

1.00 1.00

Unit Cleaning and Repair Fee

25.00 25.00

Boat Use Fee (research purposes only)

Boat with boatman, per hour

25.00 25.00

Boat without boatman, per hour

14.00 14.00

Department of Intercollegiate Athletics,
Facilities Use Fees

Fieldhouse

University Events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)

direct direct
cost cost

Non-University

Non-profit organization

No admission, per day

300.00 300.00
plus direct plus direct
costs costs

Admission charged, per day

500.00 or 500.00 or
6% gross 6% gross
plus direct plus direct
costs costs

Commercial

No admission, per day

500.00 500.00
plus direct plus direct
costs costs

Admission charged, per day
(whichever is greater)

750.00 or 750.00 or
8% gross 8% gross
plus direct plus direct
costs costs

			<u>FY 1987</u>	<u>FY 1988</u>	<u>% Change</u>
1988	Practice Gymnasium				
charge	University Events (including ASUW and		direct	direct	0.0%
.10	Cultural Affairs, but excluding		cost	cost	
	Intercollegiate Athletics)				
	Non-University				
	Non-profit organization		50.00	50.00	0.0%
	No admission, per day		plus direct	plus direct	
			costs	costs	
	Admission charged, per day		100.00 or	100.00 or	
	(whichever is greater)		6% gross	6% gross	
			plus direct	plus direct	
			costs	costs	
	Commercial				
	No admission, per day		100.00	100.00	0.0%
			plus direct	plus direct	
			costs	costs	
	Admission charged, per day		150.00 or	150.00 or	0.0%
	(whichever is greater)		8% gross	8% gross	
6.50			plus direct	plus direct	
			costs	costs	
5.50	Football Stadium				
	University Events (including ASUW and		direct	direct	0.0%
4.50	Cultural Affairs, but excluding		cost	cost	
	Intercollegiate Athletics)				
1.00	Non-University				
	Non-profit organization		300.00	300.00	0.0%
25.00	No admission, per day		plus direct	plus direct	
			costs	costs	
25.00	Admission charged, per day		500.00 or	500.00 or	0.0%
14.00	(whichever is greater)		6% gross	6% gross	
			plus direct	plus direct	
			costs	costs	
	Commercial				
direct	No admission, per day		500.00	500.00	0.0%
cost			plus direct	plus direct	
			costs	costs	
	Admission charged, per day		750.00 or	750.00 or	0.0%
	(whichever is greater)		8% gross	8% gross	
300.00			plus direct	plus direct	
plus direct			costs	costs	
costs					
500.00 or					
5% gross					
plus direct					
costs					
500.00					
plus direct					
costs					
750.00 or					
8% gross					
plus direct					
costs					

	FY 1987	FY 1988	
Extra Services and Equipment Rental			
Chairs, each	.25	.25	
Tables, each	1.75	1.75	
Forklift, per hour (one hour minimum)	10.00	10.00	
Towels, each	1.00	1.00	
Sound system	50.00	50.00	
On-site commercial sales	20% of gross	20% of gross	
Tickets			
Basketball			
Individual game			
Adults	6.00	6.00	
Child	2.50	2.50	
Season (Tournaments not included)			
(UW Faculty/Staff - 50% of face value)	Individual price times	Individual price	
Football	number of games	x number of games	
Individual game			
Adult	10.00	10.00	
Child	3.00	3.00	
Season			
(UW Faculty/Staff - 50% of face value)	Individual price times	Individual price	
	number of games	x number of games	
Auditorium and Classroom, Facilities Use Fees			
Arts and Sciences Auditorium			
Four hour minimum, per hour	30.00	30.00	
Rehearsal, per hour	15.00	15.00	
Agriculture Auditorium			
Four hour minimum, per hour	5.00	5.00	
Additional charge, after 6:00 p.m., per hour	1.50	1.50	
Commerce and Industry Auditorium			
Four hour minimum, per hour	5.00	5.00	
Additional charge, after 6:00 p.m., per hour	1.50	1.50	
Education Auditorium			
Four hour minimum, per hour	5.00	5.00	
Additional charge, after 6:00 p.m., per hour	1.50	1.50	
Classrooms			
150-250 capacity			
Per hour	10.00	10.00	
Per Day	60.00	60.00	
77-150 capacity			
Per hour	7.50	7.50	
Per Day	30.00	30.00	
Under 77 capacity			
Per hour	5.00	5.00	
Per Day	20.00	20.00	
Arena-Auditorium, Facilities Use Fees			
University Events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)			
Arena	direct cost	direct cost	
Concourse	direct cost	direct cost	

		FY 1987	FY 1988	% Change
	University Non-Profit Organization, no admission	direct	direct	0.0%
	Arena, per day	cost	cost	
	Arena-Concourse	direct	direct	0.0%
	Concourse per day	cost	cost	
	Set-ups per day	direct	direct	0.0%
	cost	cost	cost	
	Non-Profit Organization, admission charged			
	Arena, per day (whichever is greater)	1,000.00 or 6% of gross	1,000.00 or 6% of gross	0.0%
	Rehearsal	400.00	400.00	0.0%
	Arena-Concourse, per day (whichever is greater)	1,150.00 or 6% of gross	1,150.00 or 6% of gross	0.0%
	Rehearsal	400.00	400.00	0.0%
	Concourse, per day (whichever is greater)	250.00 or 6% of gross	250.00 or 6% of gross	0.0%
	Set-ups, per day	75.00	75.00	0.0%
	Commercial, no admission			
	Arena, per day	1,500.00	1,500.00	0.0%
	Rehearsal	400.00	400.00	0.0%
	Arena-Concourse, per day	1,750.00	1,750.00	0.0%
	Rehearsal	400.00	400.00	0.0%
	Concourse, per day	400.00	400.00	0.0%
	Set-ups, per day	100.00	100.00	0.0%
	Commercial, admission charged			
	Arena-Concourse, per day (whichever is greater)	9,000.00 plus 9% after break-even	2,500.00 or 8% of gross	
	RENTER RESPONSIBLE FOR ALL DIRECT EXPENSES			
	Rehearsal	500.00	500.00	0.0%
	Concourse, per day (whichever is greater)	600.00 or 8% of gross	600.00 or 8% of gross	0.0%
	Set-ups, per day	100.00	100.00	0.0%
	Extra Services and Equipment Rental			
	Chairs, each	.25	.25	0.0%
	Tables, each	1.75	1.75	0.0%
	Leon Supertrooper spotlights, each	45.00	45.00	0.0%
	Forklift w/operator (minimum 4 hour call)	48.00	48.00	0.0%
	Forklift w/operator (each hour over minimum)	12.00	12.00	0.0%
	Portable Stage (minimum MAXIMUM size 60 x 40, sound wings 12 x 16)	750.00	750.00	0.0%
	Flowers, each	1.00	1.00	0.0%
	Sound System (electro voice with Yamaha P.M. 1000 console w/one microphone)	50.00	50.00	0.0%
	Microphone, each	5.00	5.00	0.0%
	Music Stands, Lights, each	2.50	2.50	0.0%
	Shirt Security, per person, per hour	5.00	5.00	0.0%
	Police (required), per person, per hour	15.00	15.00	0.0%
	Medical Staff (2 required), per person, per hour	15.00	15.00	0.0%
	Members, per person, per hour	5.00	5.00	0.0%

	FY 1987	FY 1988
Ticket Takers, per person, per hour	5.00	5.00
Stagehands, per person, per hour	5.00	5.00
Riggers, per person, per hour	11.00	11.00
Technicians, per person, per hour	5.00	5.00
Electricians, per person, per hour	17.00	17.00
Piano Tuning, per tune	45.00	65.00
Clean up		
Concourse	50.00	50.00
Arena		
Minimum or	50.00	50.00
Per seat	.05	.05
Ticket Refunds	1.5% of gross	1.5% of gross
Box Office Commission	1.5% of gross	1.5% of gross
On-site Commercial Sales	20% of gross	20% of gross
Miscellaneous		
Copy machines, per copy		
Minimum	.05	.05
Maximum, not to exceed cost	.15	.15
Key deposit		
Minimum	1.00	1.00
Maximum	10.00	10.00
Charge for lost key		
Regular key		
Minimum	1.00	1.00
Maximum	10.00	10.00
Outside door key		
Minimum	2.50	2.50
Maximum	25.00	25.00
Master key		
Minimum	50.00	50.00
Maximum	250.00	250.00
Wordprocessing, per hour, without operator		
Minimum	2.00	2.00
Maximum	10.00	10.00
COMPUTER USE BY EXTERNAL PARTIES (SLACK PERIODS ONLY)		
MICROCOMPUTER		
PER CPU HOUR		100.00
PRINTERS		
LETTER QUALITY, PER PAGE		.20
DAISY WHEEL, PER PAGE		.10
OTHER NON-LETTER QUALITY, PER PAGE		.10
Check Cashing		
Dishonored (insufficient) Check Service Charges		
1st through 15th day	10 00	10.00
16th through 30th day	50.00	50.00
After 30th day	face value	face value
	but not	but not
	less than	less than
	50.00	50.00

5-YEAR SURVEY OF TOTAL NUMBER OF FOOTBALL TICKETS SOLD AND NET REVENUE

	General Public Season Tickets	Faculty/Staff Season Tickets	Knothole Season Tickets	Advance & Gate Regular Price	Group Discount 25%	Military Discount	Knothole
1982	6793/\$355,817.34	1621/\$42,453.99	165/\$1,600.50	13,328/\$116,353.44	916/\$5,997.51	452/\$2,411.42	4354/\$8,446.76
1983	5995/\$261,681.75	1356/\$35,513.64	44/\$ 640.20	24,051/\$209,965.23	1608/10,528.38	1879/\$8,201.84	6004/17,471.64
1984	5549/\$294,656.62	1275/\$33,392.25	61/\$ 887.55	16,687/\$145,677.51	1830/11,986.50	1050/\$4,588.50	4250/\$2,367.50
1985	4816/\$280,291.20	1145/\$33,319.50	37/\$ 646.02 1/ 16.49	14,033/\$136,120.10	1813/13,198.64	1136/\$5,509.60	3691/10,740.81
1986	4548/\$264,693.60	1160/\$33,756.00	51/\$ 890.46	25,809/\$250,347.30	2516/18,316.48 82/\$ 636.32* 406/\$3,345.44**	1168/\$5,664.80	5928/\$17,250.45

* 20% Discount

** 15% Discount

	Reserved Knothole	Opponents Students (CSU, AFA)	Total Number Tickets Sold	6 Game Average	Total Net Revenue	6-Game Average
1982	630/\$1,222.20	-0-	71,754	11,859	\$534,303.16	\$89,050.53
1983	1318/\$3,835.38	1515/\$6,612.98	80,745	13,458	\$554,451.04	\$92,408.51
1984	1708/\$4,970.28	1477/\$6,454.49	68,312	11,385	\$514,981.20	\$85,830.20
1985	1166/\$3,393.06	2536/12,309.30	60,370	10,062	\$495,544.72	\$82,590.79
1986	(listed with knothole)	-0-	70,463	11,744	\$594,900.85	\$99,150.50

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

UNIREG 179
XXX

UNIVERSITY REGULATION 179

Initiating Authority: Vice President for Finance

SUBJECT: Regulations Governing Use of University Vehicles

REFERENCES: (a) Regulations of the Trustees of the University
of Wyoming, Chapters II, IV, and X

(b) Wyoming Statutes, 9-2-1025(b)

1. Purpose. To establish policies and procedures for the use of University vehicles by University faculty, staff and students.

2. General Information. The University provides motor vehicles for use by University employees and students in the performance of the official business of the University. The Vice President for Finance is responsible for the establishment and implementation of policies and procedures for the assignment and use of such vehicles by University employees and students.

The Regulations of the Trustees of the University of Wyoming prohibit the use by any officer or employee of any University motor vehicle without authorization or except on official business (Regulations of the Trustees, Chapter X, Section 2).

State Statutes also provide that any state employee "who uses a state . . . motor vehicle without authorization or except on official business is guilty of a misdemeanor punishable by a fine of not less than fifty dollars (\$50.00) nor more than two hundred dollars (\$200.00)." (W.S. 9-2-1025).

The University may authorize individuals other than University employees and students to use University motor vehicles. These individuals shall comply with all applicable provisions, including the conditions of use provisions in Section 17 of this Regulation, and shall be subject to the sanctions for misuse provided for in this Regulation.

3. Use of University Vehicles. University employees and students are permitted to use University motor vehicles when authorized by the University or when on official business, subject to the provisions of this Regulation. The unauthorized use by any employee or student of any motor vehicle belonging to the University of Wyoming or the use of any such vehicle except on official business of the University is prohibited.

4. Definition of University Motor Vehicles. A University motor vehicle, for purposes of this Regulation, is defined as any vehicle registered or licensed in the name of the University of Wyoming that is either self-propelled, such as a bus, moped, motor home, motorcycle, passenger car, or truck or any house trailer or trailer.

5. Exemptions. The Vice President for Finance, or designee, has the sole authority to grant exemptions or exceptions to this Regulation. Any request for an exemption or exception to this Regulation must be presented in writing to the Vice President for Finance, or designee.

6. Assignment of Motor Vehicles. All University motor vehicles are the property of the University Fleet Operations Department under the supervision of the Manager of Fleet Operations. Vehicles may be assigned to specific departments on an annual or permanent basis upon the written approval of the Vice President for Finance or designee.

7. Procurement of New or Replacement Motor Vehicles. The acquisition of a new or replacement motor vehicle, regardless of the source of funding is not permitted without the prior written approval of the Vice President for Finance, or designee.

8. Motor Vehicle Procurement. The Manager of the Office of Purchasing has the sole authority to acquire a University motor vehicle through purchase or any other means.

9. Motor Vehicle Licensing. The Manager of Fleet Operations has the sole authority to title, register and license a University motor vehicle.

10. Disposing of a University Motor Vehicle. The disposing of a University motor vehicle, whether by sale or trade, shall not be permitted without the prior written approval of the Vice President for Finance, or designee. The Manager of Fleet Operations, upon the authority of the Vice President for Finance, or designee, has the sole authority to dispose of University motor vehicles through sale, trade or any other means.

11. Motor Vehicle Life Expectancy. University passenger car vehicles may not be disposed of until the mileage on the vehicle is 75,000 or more or the motor vehicle is more than four years old. All other University motor vehicles may not be disposed of except upon written justification to and approval by the Vice President for Finance, or designee.

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12. Servicing of University Motor Vehicles. All University motor vehicles based in Laramie shall be serviced by University Fleet Operations every three months or 3,000 miles, whichever occurs first. All other University motor vehicles shall be serviced every three months or 3,000 miles, whichever occurs first, by a commercial or state entity selected by the cognizant University department. It is the responsibility of the department to abide by this policy and to schedule vehicles for servicing within this time frame. Failure to do so which results in damage to the vehicle may result in the department being held responsible and having to pay for repair(s).

13. Safety Checks of University Motor Vehicles. All Laramie-based University motor vehicles are to have an annual safety check by University Fleet Operations and the cost of the annual safety check shall be borne by the department to which the vehicle is assigned. All non-Laramie-based University motor vehicles are to receive an annual safety check by an authorized state or commercial entity. This requirement may not be waived. All costs for bringing a University motor vehicle to standards prescribed by the Manager of Fleet Operations shall be borne by the department to which the vehicle is assigned.

14. Fuel Purchases for University Motor Vehicles. All fuel and routine oil purchases for Laramie-based University motor vehicles are to be made, whenever possible, at the University fuel station. All fuel and routine oil purchases for all University motor vehicles traveling outside of Laramie but in Wyoming should be made, whenever possible, at Wyoming Highway Department garages. All other fuel and routine oil purchases should be made at commercial stations.

15. Repairs to University Motor Vehicles. Repairs to Laramie-based University motor vehicles shall be performed through the Manager of Fleet Operations. Repairs to University vehicles based outside of Laramie or while traveling outside of Laramie shall be performed by a commercial or state entity authorized in advance by the Manager of Fleet Operations.

16. On Campus Storage of University Motor Vehicles. University motor vehicles assigned to University Fleet Operations shall be parked at designated University storage lots. All University motor vehicles not assigned to University Fleet Operations are to be parked in University parking lots or in the University storage lot, as assigned by the Vice President for Finance, or designee.

17. Conditions of Use of University Motor Vehicles. The use of University motor vehicles by any University employee or student is subject to the following conditions:

a. University motor vehicles shall be used only when authorized or for official University business;

b. A University employee on an "on-call" status may use a University motor vehicle for transportation between home and the University provided the appointing authority has specified in writing to the Manager of Fleet Operations, the "on-call" status of the employee;

c. A University employee or student scheduled to leave on official business of the University prior to 7:00 a.m. on any morning, on a Saturday or Sunday, or on an official University holiday, may take a University motor vehicle home the preceding evening; this provision also applies to University employees or students returning to campus after 7:00 p.m. on any day, provided the University motor vehicle is returned to campus the following business day by 7:30 a.m.;

d. Alcoholic beverages are not to be carried or consumed in any University motor vehicle;

e. Anyone using a University motor vehicle must possess a valid operator's license and shall comply with all traffic rules and regulations; any violation of any traffic rule or regulation is the responsibility of the employee or student to whom the University motor vehicle is assigned; an employee or student receiving a traffic citation while driving a University motor vehicle shall notify the Manager of Fleet Operations within five calendar days following the receipt of such citation or citations of the citation(s);

f. No University employee or student shall operate a university passenger car unless all persons riding in the car are properly secured by the safety restraint system designed to protect, hold or restrain in such a way as to prevent or minimize injury in the event of an accident or sudden stop;

g. When a complaint of alleged misuse of a University motor vehicle by an employee or student is received by a University officer, such complaint shall be investigated by the Manager of Fleet Operations, and the Manager of Fleet Operations shall submit a full written report on the alleged misuse through the Director of Auxiliary Enterprises to the Office of the Vice President for Finance and the individual to whom the motor vehicle was assigned at the time of the alleged misuse; if the alleged misuse is verified, the individual to whom the vehicle was assigned at the time of the misuse may be subject to sanctions prescribed in this Regulation;

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h. Any employee or student involved in an accident while driving a University motor vehicle shall notify, except under extraordinary circumstances, the Manager of Fleet Operations of the accident within twenty-four hours after such accident. Furthermore, the Manager of Fleet Operations shall be notified of any damage, excluding ordinary wear and tear, to a University motor vehicle while assigned to any University employee or student, and such notification shall occur, except under extraordinary circumstances, within twenty-four hours of such damage.

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18. Sanctions for Misuse of University Motor Vehicles. Sanctions and/or disciplinary actions commensurate with the offense may be imposed upon employees or students for misuse of University motor vehicles. Such sanction or disciplinary actions may include but are not limited to restitution for repairs to University motor vehicles for abuse above and beyond normal wear and tear. Any sanction or disciplinary action shall be in accordance with appropriate provisions of Trustee and University Regulations.

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