ACADEMIC FEE PROPOSALS – FALL APPROVAL CYCLE ONLY

(Applies to all academic fee proposals: new fees, changes exceeding approved growth rates, and changes within approved growth rates)

Planning Stage (early Spring)

A decision is made to propose an academic fee to support enhancements to the student experience.

Review ABOR policies and budget information related to academic fees.

Evaluate the financial impact of the fee on the student population, taking into account all existing fees.

Define the purpose of the fee and how the associated revenue will be allocated.

Prepare & Complete (Summer)

Conduct required student consultation with elected student representatives (college councils); if not applicable, consultation may be conducted with students directly impacted by the fee.

Prepare the required Academic Fee Budget template, available on the Forms & Resources page.

Prepare the required Market Pricing Comparison template, available on the Forms & Resources page.

Complete the appropriate Academic Fee Request form in Arizona Cultivate (Form #10 or Form #11), including the budget, market comparison, and all required supporting documentation. **Due August 1** for the next academic year.

DEADLINE

Submit & Finalize (August & September)

Submit proposal forms; Curricular Affairs will work with the requestor to finalize the proposal.

The process includes review by the University Fees Committee in September.

October

Curricular Affairs submits proposals to the UA President for review and consideration.

November

UA President submits proposed tuition and fee rates to ABOR for approval.

ABOR conducts tuition and fee setting meetings, including a public hearing for stakeholder input.

December

The university publishes ABOR-approved tuition, fee, housing, and meal plan rates.

Upon ABOR approval, a communication will be issued to the department and campus partners for implementation, and the fee will be published on the Curricular Affairs website. The unit is responsible for establishing the necessary fee account, financial aid set-aside account, and item types to support proper fee management. Additional resources are available on the website.

Note: All financial planning, projections, and budget-related questions should be directed to the Office of Budget and Planning (OBP), as financial review and guidance are managed exclusively through their office.