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Office of the Chancellor

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MEMORANDUM

DATE: December 11, 2008
TO: Deans and Directors
FROM: Brian Rogers, Chancellor 
RE: Process for Fee Approval at UAF and Delegations of Authority

Attached is a Process for Fee Approval at UAF that was approved by Chancellor's Cabinet on November 24, 2008. This new process will be implemented effective January 1, 2009.

Via this memo, I am delegating to the Provost and Executive Vice Chancellor for Academic Affairs the authority to approve all course fees and to approve non-credit instruction fees in excess of \$200. I delegate to UAF deans, campus directors and the CDE director the authority to approve non-credit instruction fees that are less than or equal to \$200. These delegations of authority may not be re-delegated to another, except as provided for in the attached Process, and are in effect unless otherwise rescinded by me in writing.

If you have questions, please contact Provost and Executive Vice Chancellor for Academic Affairs Susan Henrichs. Thank you.

BDR

Attachment (as stated)

cc: Chancellor's Cabinet Members

d1m/memoD&Dsfeeapprovalprocess

PROCESS for FEE APPROVAL at the UNIVERSITY of ALASKA FAIRBANKS

November 25, 2008

Prepared by Susan Henrichs, Provost

All Fees

All fees must be published in the applicable semester course schedule, special session course schedule, or non-credit course schedule and in electronic equivalents thereof. Fees that are not approved and not published in the applicable schedule will not be assessed.

Deadlines for fee requests and required approvals are: Spring – September 1; Summer & Fall December 1. Although the Provost will make every effort to review requests promptly, it's recommended that requests be submitted at least two weeks before the deadline to allow time for any necessary correction, clarification, or revision.

Any exception to the publication requirement requires Chancellor approval. Approval of such exceptions cannot be delegated.

For-Credit Course Fees

All course fee proposals (lab/materials, distance, computer lab, etc.) originate in a department, at a rural campus, at Tanana Valley Campus, or with the Center for Distance Education, and must be approved by the corresponding School/College Dean, Campus Director, or CDE Director, as applicable. Delegation of Dean's or Director's approval authority must be documented in writing to the Provost. Finally the request must be approved by the Provost, who will submit it to the Student Data Maintenance Technician in the UAF Business Office for implementation.

In the proposal, the basis for the request must be described in sufficient detail to enable the Provost to ascertain that the fee conforms to Regent's policy and regulation, and to permit responses to any student inquiries about the need for the fee. Lab/materials fees of less than \$40 are not allowed.

Fees for Non-credit Instruction

As the magnitude of such fees is strongly market-driven, these will no longer require Provost's approval, provided they are less than \$200. Such fees can be approved by the School or College Dean, or Campus Director, or CDE Director, as applicable to the unit offering the course. Any delegation of Dean's or Director's approval authority must be documented in writing to the Provost. Approved requests must be submitted to the Student Data Maintenance Technician in the UAF Business Office for implementation.

Fees of more than \$200 for non-credit instruction still require Provost's approval, in addition to Dean or Director approval.

Non-course Fees

All non-course fees, or changes in such fees, must be approved by the executive(s) in charge of the unit proposing the fee. They are then reviewed and approved, or not, by Chancellor's Cabinet. The Chancellor has the final authority to approve fee additions or changes.