

STUDENT CONSULTATION ON NON-MANDATORY FEES PROCEDURE

Implementation Process:

Step 1 – Non-mandatory fee request is submitted to the Budget Director for approval of the method of consultation. The request includes the following documentation:

- Information regarding the purpose of the fee
- Explicitly state the student population impacted by the fee
- The plan to seek student comment or feedback.
- For course fees, documentation showing that the Dean approved the new and/or changed fee proposal.

Step 2 –The Budget Director reviews and approves the plan to obtain student feedback.

Step 3 – The Budget Director informs the requestor that the request is moving to the next phase of review.

Step 4 – The Budget Director submits the non-mandatory fee request to the Vice Presidents and Deans Council for review and acceptance to continue the process.

Step 5- The Academic Leadership Group will inform the Budget Director of whether the request is approved, additional information is requested or denied.

Step 6 – The Budget Director will contact the requestor to inform them of next steps based on guidance from the Academic Leadership Group.

Step 7 – Upon approval of the Academic Leadership Group, the requestor will perform the student consultation process defined within the accepted request and document the process, feedback received, and amount of participation. This documentation is submitted to the Budget Director.

Step 8 – The Budget Director will submit the original request and documentation of the student consultation process to Academic Leadership Group for final approval.

Step 9 - The Budget Director will submit the approved non-mandatory fee request to Student Business Services specifying the applicable term, for implementation at least one term before adoption. (If fee not tied to a specific course/class, SBS will collaborate with requesting Department for most efficient implementation methodology)

Step 10 - Student Business Services will retain a copy of the approved non-mandatory fee request for annual USM review and will submit an RT Ticket to the Registrar's Office.

Step 11- Registrar's Office Receives Ticket

- Attribute is added/updated in catalog based upon effective dating policy
- Attribute is added to all graded component sections in the SOC for Fall/Spring

Step 12 - Registrar's Office moves Ticket to Summer Winter Programs

- Attribute is added to all graded component sections in the SOC for Winter/Summer

Step 13 – Summer Winter Programs moves Ticket to Registrar's Office

Step 14 - Registrar's Office Resolves Ticket to SBS

Step 15 - SBS builds the fee on the graded component in the appropriate PeopleSoft Fee Table.