



September 7, 2017

Board of Deans and Chancellors

RE: Guidance for Submitting Fee Rate Proposals for Fee-Based Programs

Dear colleagues,

This letter is to ask for your support in pursuing a new process for submitting fee rate proposals for programs that charge fees in lieu of tuition. Such programs are also known as “fee-based programs”.

Every year, as you know, academic and administrative units complete a suite of materials as the first step in the University’s operating budget development process. As part of these submissions, the Provost typically requests that academic units (schools, colleges, and campuses) provide tuition rate recommendations for the coming academic year. Conversations about tuition rates have been an important part of unit and University budget planning; thus, I am integrating conversations about fee-based program rates into the budget planning process this year.

I am asking academic units to submit fee rate proposals for fee-based programs on an earlier timeline this year, in an effort to:

- Incorporate fee-based rate proposals into broader unit budget conversations, including conversations regarding tuition rate proposals;
- Allow more time for the Provost and, as applicable, the Senate Committee on Planning & Budgeting (SCPB) to review fee rate proposals; and
- Ensure that students have access to fee information prior to class registration, which will allow students to make decisions that are better informed.

Essentially, the deadline to submit fee rate proposals will be either December 15 or February 1, depending on the program and the quarter in which the fee rate would take effect. Please review the details on page 2.

Fee-based programs that operate through UW Continuum College (UWC²) will continue to submit rate proposals through UWC², via the process outlined at the top of page 2. Fee-based programs that operate independently will continue to submit rate proposals directly to the Office of Planning & Budgeting (OPB), via the process outlined at the bottom of page 2.

Please note that if you do **not** wish to change a fee rate for a fee-based program, you will need to indicate that you are requesting that the prior rate be continued. No detailed information will be required.

Fee Request Process for Fee-Based Programs that Operate Through UWC²:

Departments that offer fee-based programs through UWC² must submit fee-based budget information to UWC², which will inform fee-based rate proposals. **UWC² will provide additional internal timelines and information.** At a high level:

September- November 2017	UWC ² will communicate with campus partners (i.e. academic programs that partner with UWC ² to provide a fee-based program) and provide FY19 allocation rates and fee request guidelines.
December 15, 2017	Deadline to submit budget information to UWC² for fee-based programs that will have fee rates effective in <u>summer quarter 2018</u>.
January 2018	UWC ² reviews budget information and works with campus partners to finalize fee proposals for rates effective in summer quarter 2018.
February 1, 2018	Deadline to submit budget information to UWC² for fee-based programs that will have fee rates effective in <u>autumn quarter 2018, or later</u>. UWC² submits summer quarter fee proposals to OPB for review.
February 1-21, 2018	UWC ² reviews budget information and works with campus partners to finalize fee proposals for rates effective in autumn quarter 2018.
February 21, 2018	UWC ² submits autumn quarter fee proposals to OPB for review.

Proposals for fee rates that would take effect in summer quarter 2018 **must be final** on February 1, 2018. However, rate proposals that would take effect in autumn quarter 2018, or later, may be revised, if needed, until March 7, 2018.

Fee Request Process for Fee-Based Programs that Operate Outside UWC²:

Departments that offer fee-based programs independent of UWC² must submit rate proposals to OPB, **regardless of whether the fee rate is changing.** Here is a comprehensive timeline:

October 2017	OPB sends fee increase request template to academic units that operate fee-based programs independent of UWC ²
February 1, 2018	Deadline to submit fee proposals to OPB for fee-based program rates that would take effect in <u>summer quarter 2018</u>.
February 21, 2018	Deadline to submit fee proposals to OPB for fee-based program rates that would take effect in <u>autumn quarter 2018, or later</u>.

Proposals for fee rates that would take effect in summer quarter 2018 **must be final** on February 1, 2018. However, rate proposals that would take effect in autumn quarter 2018, or later, may be revised, if needed, until March 7, 2018.

Approval Timeline:

Last year, I reviewed all fee-based rate proposals and consulted with the Senate Committee on Planning and Budgeting (SCPB) regarding rate increases of 5 percent or more. I plan to continue this practice in the coming academic year.

These review and consultation processes take time. My goal, however, is that departments will receive decisions by February 23 regarding fee proposals for summer 2018 and will receive decisions by March 21 regarding fee proposals for autumn 2018 or later, unless revisions are needed. UWC² will notify units that operate fee-based programs through UWC², and OPB will notify units that operating fee-based programs outside of UWC².

My expectation is that this approval timeline will allow departments sufficient time to publicize rates at least one month in advance of when registration opens for the quarter in which the fee rate would take effect. Assuming that summer quarter registration will begin in early April and that autumn quarter registration will begin in early May, units should post new summer quarter rates by early March and new autumn quarter rates by early April.

Thank you for your hard work and understanding as we work to improve our budget planning processes. If you have any questions or concerns, please contact Becka Johnson Poppe (jbecka@uw.edu) in OPB.

Sincerely,



Gerald J. Baldasty
Provost and Executive Vice President
Professor, Department of Communication

cc: Ana Mari Cauce, President, Professor of Psychology
Zoe Barsness, Chair, Senate Committee on Planning & Budgeting
Sarah Norris Hall, Associate Vice Provost, Planning & Budgeting
Unit Administrators