Special Fees Request Form

Help Document

Individuals make requests for changes, deletions or new course-associated special fees through this secure NUgrant module. Individuals can create new special fees forms, or view and modify a saved form.

Following are step-by-step instructions on how to create a Special Fees Request Form. If you have additional questions, please contact the Office of Academic Affairs at 472-3751 or academicaffairs@unl.edu.

Log into NUgrant at nugrant.unl.edu using your MyUNL (Blackboard) login name and password.

If you don’t know your login information, go to my.unl.edu. There will be a link to obtain this information.

Under the Academic Affairs – Special Fee Forms section, select add new.
The steps in the Special Fees process are displayed at the top of the page. More details about the timeline are available at http://go.unl.edu/specialfees_timeline.

Use this button to return to a previous page.

Read the instructions and additional information provided about allowable special fees.

Click Next to continue.
Complete the course information.

Use the blue question mark boxes to see more information to help you answer the questions.

Select the type of Special Fees request. Depending on your selection, you'll have additional questions to answer.

Your name will automatically appear on the next page. If you're completing the form for someone else, click the x next to your own name and type the person's name into the search box.

Your primary department in NUgrant will also automatically appear. You can and should change the department to match the course for which you are submitting the form.

Click the x and search for the correct department.
As an example, for all fee types, except Remove Fee, you’ll be asked to answer questions about estimated revenue.

If you selected, New Fee, Increase Fee, or Decrease Fee, you’ll be asked for a breakdown of costs and justification for the special fee request.

Click add new in the appropriate category for your fee and answer the next set of questions.

You can add new costs in a single category or multiple categories.
Answer the questions about your Special Fee request in the popup window.

Be sure to provide a clear description and justification.

Click on Save.
Now your item, cost, and replacement cycle are listed here.

You can edit/view the item or remove the item from this screen.

Please provide an overall justification for your request and any comments that would help the committee in making a recommendation.

Check this box to indicate that the page is complete.

Select Save to save the form.
Once you have completed the page and checked the box at the end of the page, you will see a green bar at the top of the page that says “Task Completed”. Click on the Next button.

You’ve moved to the Routing step, where you’ll route the form to the department or unit chair and college dean’s office. A route will automatically populate based on your department selection in the form. To change the department selected, return to Step 1, form preparation.

If the correct route is not listed or available for your department, please contact Academic Affairs at 472-3751. Click on Start Routing. This sends an e-mail notification to those people listed on the route indicating they have a form to sign.
Sign the form by using your NUgrant login and password. The “decision” will default to “approve” and cannot be changed. You can leave notes for those on your route in the comment box.

Click on Submit.
Other Helpful Hints:

Submitting multiple forms? Duplicate a similar form like one you’ve already submitted by hovering over the magnifying glass on the main Special Fee Request Forms page.

Save a PDF of the form you’ve completed by downloading the PDF version.

Form ID: 37
Name: Shaka Kimbrough
Course: FY-Test

* indicates a required field

Instructions

Welcome to the Academic Affairs – Special Fees process. Use this form to request changes or deletions to add new course-assessable special fees. If you submit this form, it is routed to the department chair, dean/associate dean, and Office of Academic Affairs. A committee of students and faculty reviews the requests. If recommendations are made at the University level, the fees will be forwarded to the Board of Regents for approval at their April meeting.

Approval of special fees indicates that a course has been approved to collect fees but does not mean that a fee will be collected automatically. It is the department’s responsibility to indicate, per semester, when fees are collected on Registration and Records’ Schedule of Classes worksheet.

In preparing your request, keep in mind the following definitions and guidelines:

The Board of Regents Policy 5.8.3 states that a ‘laboratory fee’ i.e. special fee is defined as a charge made to students to underwrite, in whole or in part, the cost of services, rentals, and consumable supplies utilized in a laboratory environment.