

**POLICY**

Effective Date: December 13, 2004

Approved By: President's Council

Authority: RCW 28B.15.740; Board of Trustees Rules of Operation

See Also: PRO-U1400.03A

PRO-U1400.03B

PRO-U1400.03C

POL-U1400.04

**POL-U1400.03      ESTABLISHING AND CHANGING COURSE AND LAB FEES**

*This policy applies to university personnel involved in establishing and changing course and lab fees that are fixed or variable as defined below.*

**Fixed and Variable Course and Lab Fees Defined:**

**Fixed:** Course and lab fees assessed to all students in a course at the beginning of the quarter. All courses with a fixed course or lab fee will be specifically identified in the Western Fees and Rates book.

**Variable:** Course and lab fees where the specific fee amount is determined and assessed to students during the quarter. Each student's variable fee amount is determined based on materials or services selected and consumed by the individual student. Examples include variable field trip fees, variable art materials fees, etc. All courses with a variable course or lab fee will be specifically identified in the Western Fees and Rates book.

**1. Departments May Establish a Course or Lab Fee to Cover the Costs of Goods and Services Related to a Specific Course in the event that such costs are not covered by State Funds or Student Fees.**

In order to be established, the fee must meet at least one of the following criteria:

- a) Cover the cost of consumable materials used by the student to make items in class which will be retained by the student.
- b) Cover the cost of individual student's specific expenses (e.g., artist models, technicians) which are unique to the student's course work activities.
- c) Cover the cost of supplies and materials which are required in the course and are being provided directly to students for convenience and/or economy purposes.

## POLICY

- d) Cover the cost of course-specific equipment repair and/or replacement. Equipment repair and/or replacement costs may be shared with other courses.
- e) Cover the cost of field trips and related cost.

**2. Each Faculty Member Wanting to Establish a Course or Lab Fee, or Change the Amount or Purpose of an Existing Course or Lab Fee, Must Follow Procedure PRO-U1400.03A.**

**3. University Planning and Budgeting Publishes Annual Western Fees and Rates Book.**

- a) Individual course and lab fees must be approved according to PRO-U1400.03A.
- b) Fees that have not been approved cannot be charged in the upcoming academic year.
- c) All approved course and lab fees will be published in the Fees and Rates Book on an annual basis.

For all variable fees, it is recommended that a minimum-to-maximum fee range be published for student financial planning purposes.

- d) After the course and lab fee is listed in Western's Fees and Rates Book, the fee cannot be increased or changed until the following academic year after completion of the fee approval process.

**4. Fees Will Be Assessed Accurately and Timely According to Procedures PRO-U1400.03B and PRO-U1400.03C.**

- a) Fixed fees will be assessed during the registration process. (PRO-U1400.03B)
- b) Variable fees are determined by the department. The instructor will verify payment by student prior to issuing grades. (PRO-U1400.03C)

**POLICY****5. Signed Academic Fee Form (FMAG–AFF) Must be Properly Retained**

- a) In paper or other archival form by the Provost's Office.
- b) For the period established by the Washington Administrative Code (WAC) after the course has been discontinued.

**6. The President, upon recommendation of the Provost, may approve exceptions to this policy.**