

**PROCEDURE**

Effective Date: December 7, 2005  
 Approved On: December 7, 2005

Authority: RCW 28B.15.067;  
 General Appropriations Act; and  
 Board of Trustees Rules of Operation

See Also: POL-U1400.02

**PRO-U1400.02A PROPOSING AND APPROVING TUITION RATES AND THE  
 SUMMER REGISTRATION FEE FOR SUMMER SESSION.**

*Action by:**Action:*

Executive Director of  
 Extended Education  
 and Summer Session  
 Programs (EESP)

1. **Proposes** summer session tuition rates and registration fee to the Provost by November 1.

Provost

2. **Receives and reviews** the EESP Executive Director's proposal,
  - a. If recommended for approval, **forwards** the proposed rates and summer registration fee to the President's Council by November 15<sup>th</sup>.
  - b. If not recommended for approval, **works** with the Executive Director of Extended Education and Summer Programs toward a recommendation.

President's Council

3. **Receives and reviews** the Provost's recommendation prior to the December Board of Trustees Meeting.

President

4. **Considers** the proposed summer session tuition rates and summer registration fee, prior to the December Board of Trustees Meeting.

5. **Notifies** the Provost of approval.

Provost

6. **Prepares** a board action item for the summer session tuition and summer registration fee approved by the President for the December meeting of the Board of Trustees.