

PROCEDURE

Effective Date: December 13, 2004

Approved By: President's Council

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

See Also: POL-U1400.03

PRO-U1400.03B

PRO-U1400.03C

PRO-U1400.03A ESTABLISHING A COURSE OR LAB FEE, OR CHANGING THE AMOUNT OR PURPOSE OF AN EXISTING COURSE OR LAB FEE, FIXED OR VARIABLE.Action by:Action:Faculty or Staff
Member of
Department

1. **Completes** an Academic Fee Form (FMAG-AFF).
2. **Submits** completed Academic Fee Form to the appropriate departmental chair by December 1st for the upcoming academic year.

Department
Chair

3. **Receives, reviews** and **recommends** for approval or disapproval the Academic Fee Form.
4. **If approved, forwards** the Academic Fee Form to the Dean/Director of the College/Division.

Dean/Director

5. **Receives** and **reviews** the fee proposal and expenditure plans.
 - a. If recommended for approval, **forwards** the Academic Fee Form to the Academic Fee Committee by January 15th.
 - b. If not recommended for approval, **returns** the Academic Fee Form to the Department Chair.

Academic Fee
Committee

6. **Conducts** an internal review of all course and lab fee proposals and changes.
 - a. **Reviews** fees' uses, expenditures and account balances to validate that the proposed fee amounts to be charged to students are reasonable based on the purpose of the fee.
 - b. **Reviews** proposed fee increases to existing course or lab fee to ensure
 - i. For fixed course and lab fees, that the increases do not exceed the annual adjustments allowed by the law (Initiative 601 growth factor) and does not exceed the

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cost of services and goods to be provided.

- ii. For variable course and lab fees, that increases do not exceed the cost of services or goods to be provided.
- c. **Reviews** the purpose of all new proposed fees to ensure that no other funding sources are available or currently in place.
- d. After reviewing all of the fee proposals and changes, the Academic Fee Committee, **forwards** recommendation for approval to the Provost.

Provost

7. **Reviews** the Academic Fee Committee's fee schedule of proposed fees and approves specific fees.

- a. By April 15, **forwards** all approved fees, documented in a fee schedule, to the Budget Working Group; and
- b. **Notifies** the Academic Fee Committee of those fees which are not approved or have been recommended for change.

Academic Fee
Committee

- i. **Notifies** all department chairs that submitted an Academic Fee Form of the status of their fee proposal.

Department Chair

- ii. **Notifies** the Academic Fee Committee and the Provost within seven (7) working days to appeal the denial or recommended change of the department's fee proposal.

Provost/Academic Fee
Committee

- iii. **Notifies** chair/dean of appeal outcome.

Budget Working
Group

8. **Reviews** the Provost's approved fee schedule and works with the Academic Budget Office to resolve questions.

9. **Forwards** fee schedule to President's Council.

President's Council

10. **Reviews** the course and lab fees.

11. **Forwards** its recommendations for approval to the President.

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- President
12. By May 1, on behalf of the Board, in accordance with Board delegated authority that commenced with the 2004-05 academic year and was established for each academic year thereafter, **considers** all course and lab fees for the upcoming academic year and **notifies** the Provost of the approved course and lab fees.
- Provost
13. **Receives** the approved course and lab fees and advises Deans/Directors of the Board (Presidential) fee approval.
14. **Considers** revisions to this procedure and amends it, as necessary and with concurrence of the Vice Presidents of Student Affairs, and Business and Financial Affairs.