

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
Department1. **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
Chair3. **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
Committee6. **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.