

PROCEDURE

Effective Date: November 25, 2019

Approved By: Vice President, Academic Affairs

Authority: POL-U1400.03

See Also:	PRO-U1400.03	Establishing and Changing Course and Lab Fees
	PRO-U1400.03B	Collecting Revenue for Fixed Course and Lab Fees
	PRO-U1400.03C	Collecting Revenue for Variable Course and Lab Fees
	POL-U1400.04	Administering and Spending Course and Lab Fees
	POL-U1400.05	Establishing or Changing the Amount or Purpose of a Service Fee
	PRO-U1400.05A	Establishing or Changing the Amount or Purpose of a Service Fee

PRO – U1400.03A ESTABLISHING A COURSE/LAB FEE OR CHANGING THE AMOUNT OR PURPOSE OF AN EXISTING COURSE/LAB FEE, FIXED OR VARIABLE

ACTION BY:	ACTION:
Faculty or Staff Member of Department	1. Completes an Academic Fee Form .
	2. Submits completed Academic Fee Form to the appropriate department chair 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. <ul style="list-style-type: none"> a. If recommended for approval, forwards the Academic Fee Form to Academic Budget and Administration. b. If not recommended for approval, returns the Academic Fee Form to the Department Chair.
Academic Budget and Administration	6. Receives and reviews the fee proposal and expenditure plans. <ul style="list-style-type: none"> a. If recommended for approval, forwards the Academic Fee Form to Academic Fee Committee. b. If not recommended for approval, returns the Academic Fee Form to the Department Chair.

PROCEDURE

ACTION BY:

Academic Fee
Committee

ACTION:

7. Conducts an internal review of all course and lab fee proposals and changes.
 - a. Review 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 Washington State growth factor unless justified and do not exceed the cost of goods and services to be provided.
 - ii. For variable course and lab fees, that increases to the "expected not to exceed" amount do not exceed the Washington State growth factor and do not exceed the cost of goods and services to be provided.
 - c. Review the purpose of all new proposed fees to ensure that no other funding sources are available or currently in place.
 - d. Works with department chairs to resolve questions having to do with fee proposals.
 - e. After reviewing all of the fee proposals and changes, the Academic Fee Committee forwards recommendation for approval to the Provost.

8. Reviews Academic Fee Committee's fee schedule of proposed fees and approved specific fees.
 - a. Forwards all approved fees, document in a fee schedule, to the University Fee Committee.
 - b. Notifies the Academic Fee Committee of those fees which are not approved or have been recommended for change.

Provost

PROCEDURE

ACTION BY:

University Fee
Committee

ACTION:

9. Reviews the Provost's approved fee schedule and works with Academic Budget and Administration to resolve questions.
10. Approves and forwards fee schedule to Academic Budget and Administration.