

# Summer Session Administration

## Academic Affairs – Administration

### CWU Policy 504-10

**Effective:** June 12, 2019

**Policy Review Date:** YEAR

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Provost

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) The provost is the principal administrator for summer session working through the office of the associate provosts. The office of the associate provosts, in coordination with the senior academic budget officer prepares and submits the summer session budget, including tuition charges, to the president's budget advisory committee during fall quarter. The college deans are responsible for the development of the summer session program and for proposing and administering the college budget. Department chairs develop the schedule of courses to be offered, publicize course offerings and assign faculty to teach course sections. The office of the associate provosts, in coordination with public affairs, is responsible for promoting summer session.

#### History:

*Responsibility: Provost; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/2009; 06/12/2019; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-110-010, June 2025*