

# Summer Session Budget and Budget Process

## Academic Affairs – Administration

### CWU Policy 504-11

**Effective:** June 12, 2019

**Policy Review Date:** YEAR

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

**Responsible Office/Unit:** Provost Office

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) The summer session budget is maintained in the office of the provost. The summer session budget/project year is from October 1 through September 30. A budget will be prepared by the senior academic budget officer in coordination with the academic colleges. The summer session budget will be reviewed by the President's Budget Advisory Committee (PBAC). Proposed change to summer tuition must be reviewed and recommended by PBAC, Cabinet, the president and the Board of Trustees (BOT) prior to the winter BOT meeting for the following summer.
- (2) Allocation of revenue to the colleges and distributions of funds to service areas will occur after summer session closes and all charges have been submitted to the office of the provost.

#### 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 5-110-020, June 2025*