

Requesting Establishment of or Alteration to Academic Fees

University Operations – Financial Activity

CWU Policy 202-20

Effective: July 1, 2009

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Finance and Business Auxiliaries

Policy Statement:

Applicability:

Content:

Policy

- (1) A request to establish or alter an academic fee must first be approved by the college dean or division administrator and then forwarded to the Provost for review. If the request meets the established criteria it may be included in the proposal forwarded from the Provost to the President for placement on the agenda for action by the Board of Trustees. Academic fee requests will be submitted as an agenda item for discussion during the Board of Trustees meeting in May, with action taken during June meetings. Forms must be received by the Office of the Provost prior April 1 to be included in the list for submission. Forms received after the deadline will be returned. Changes approved by the Board of Trustees in June will be forward to the Office of Financial Management (OFM) and the Legislature. Publication of a new fee or adjustment to established fees will be completed in accordance with CWU 202-09.

History:

Responsibility: Academic Finance Manager; Authority: VP for BFA; Reviewed/Endorsed by BFC; Reviewed/Endorsed by Provost's Council; Cabinet/UPAC; Review/Effective Date: 07/2009; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-80-030, June 2025