

**Winthrop University Academic Affairs
Lab/Course Fee Approval Process
Adopted April 2008**

1. The Registrar sends email notification to department chairs September 15 and January 15. The Registrar will be responsible for tracking the progress of requests.
2. The Department Chair sends lab/course fee requests to respective College Dean for approval.
3. The Dean forwards approved requests to the Registrar by October 5 and February 5.
4. The Registrar compiles requests, checks for Honors equivalencies, and forwards listing to the Provost (cc Assistant Provost). Will also include comprehensive list of lab fees (if requested).
5. The Provost and Assistant Provost confer with appropriate parties and send request to the Board of Trustees at November and February meetings.
6. The Board of Trustees review and take action at Fall and Spring meetings.
7. The Registrar forwards approved listing electronically to Student Financial Services Manager and Associate Registrar for Registration and Scheduling.
8. The Registrar notifies Deans and Chairs.