

## **Academic Affairs - Process to Request Differential Tuition for a Graduate Program**

1. Using the request template, the college initiates the request, provides cost detail and justification and sends to the Provost's office. Requests are only accepted one time a year by October 1.
2. Provost's office reviews the requests within two weeks of receipt.
  - a. If approved, the provost's office notifies the college and sends the request to WMUx for market research.
  - b. If denied, the provost's office notifies the college with reason(s) for denial.
3. WMUx completes market research within 60-90 days and returns the request to the provost with a copy to the college.
4. The provost reviews the market research and seeks input from
  - a. Office of Business and Finance and
  - b. The President.
5. If approved, the department and college prepare the proposal for the Board of Trustees and send it to the provost by May 1.
6. The provost sends the request to the Board of Trustees at their next scheduled meeting.
7. The college works with Accounts Receivable to implement approved differential tuition.

**Please note:**

1. Any approved graduate differential tuition will go into effect one year from the BOT approval date.
2. Differential tuition is not incremented by any increase in tuition.
3. In general, courses in a program with differential tuition cannot be charged course fees.