



## Student Course Fee Business Process

Course fees supplement the basic complement of classroom and laboratory instruction by providing materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course.

### Process for Course Fee Requests and Estimated Timeline

- Early August  
The Division of Student Affairs Budget and Operations Analyst and Administrative Assistant to the Vice President for Student Affairs work together to issue the call for course fee requests, which is emailed to key stakeholders in Academic Affairs and to Program Chairs for further distribution within their programs.
- Last Friday in September  
Deadline for Course fee proposals to request new fees, to change or remove fees.
- October-November  
Student Fee Advisory Committee (SFAC) reviews and makes recommendations on course fee requests.
- Second week of November  
SFAC recommendations sent to University Budget Analyst from Student Affairs budget office via formal memo.
- Mid-December  
University Budget Office forwards SFAC recommendations to President's Office.
- Early January  
President's decisions on course fee proposals sent to University Budget Office.
- Early January  
University Budget Office informs:
  - Financial Systems (configuration)
  - Student Business Services (review configuration and cross-check against catalog)
  - Student Affairs Budget office, who forwards information to:
    - SFAC
    - VP for Student Affairs and appropriate staff
  - Provost/VP for Academic Affairs office who forwards information to:
    - Academic Programs & Planning (catalog)
    - Appropriate staff

Course fee changes and new fees entered into catalog are effective for the following fall semester. Course fee changes and new fees are updated on Student Business Services Fee web page.



## Reporting and Expenditures

In addition, access to expenditure information and reports are provided in PeopleSoft to the following:

- University Budget office
- Academic Affairs Budget office
- Academic Program Chairs and Analysts
- Academic AVPs
- Student Affairs Budget office

The University Budget office will provide quarterly student fee reports to both the Academic Affairs and Student Affairs Budget offices for review and discussion at the quarterly budget review meetings. Annual student fee reports will be submitted to the CSU Office of the Chancellor.

Program chairs are responsible for monitoring the expenditure of course fees and for ensuring that fees generated by courses in their program are properly utilized. Program analysts are responsible for tracking course fee expenditures and providing information on course fee activity and account balances to program chairs on a regular basis. Disallowed charges or over expenditures are the responsibility of the academic program.

## CSU Executive Order 1102

Student Course Fees at CSU Channel Islands (CI) are Category III fees as described in Executive Order 1102.

According to the Executive Order these are fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.

The following rules apply when determining if miscellaneous course fees can be charged for exceptional materials or services in the classroom:

Miscellaneous course fees can only be charged for the actual cost of the material, service or use of facility being provided.

1. A miscellaneous course fee **cannot** be charged for the basic complement of classroom supplies and materials required for instruction. These include but are not limited to: chalk, erasers, paper clips, pointers, classroom instructional equipment such as projectors (slide, overhead, computer, etc.) and associated supplies (bulbs, transparencies, software, etc.), or any other supplies deemed necessary to equip the instructional space for courses.
2. A miscellaneous course fee **cannot** be charged for the basic complement of laboratory supplies and instructional equipment necessary for classroom lab requirements identified in the course description. These include but are not limited to equipment, test tubes, work stations, computers or any supplies necessary to equip laboratory space to complement classroom course instruction.



3. Administrative charges and inflationary factors **cannot** be added to miscellaneous course fees. Only the actual cost of the material, service or use of a facility can be charged.
4. A miscellaneous course fee **cannot** be charged to fund the basic cost of instruction. Instructional costs are funded through marginal cost dollars, tuition fee revenue, and permanent base budget allocations.

### CI Course Fees

Materials purchased with course fee funds should be consumed during the term that fees are collected for the course. Items readily available through the bookstore or other similar retail establishments should be assigned for direct purchase by students as course materials and not purchased through course fees. Course fees cannot be used for tutoring services, repairs or service contacts, printing or printer supplies.

### Course fee proposals

Proposals should be submitted using the online process. Link to the electronic form is sent out with the call for proposals email or can be located on the SFAC webpage. Proposals should state the purpose of the fee, the amount of the fee requested, and expenditures to be covered by fee revenue. Each proposal must contain an attached budget detailing expenditures per course. This budget should include specific items to be purchased, number of units purchased, and their current per unit cost. For travel related requests, please use the travel budget form provided.

### Approved CI Fee Ranges

\$0-\$150 - Fees that supplement the basic complement of classroom and laboratory instruction by providing materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course.

- A fee within this range should be requested in a \$5 increment. (i.e. a course fee request of \$10, \$25 or \$50 are all valid)

\$0-\$3,000 - Fees for courses that require field trips or travel off-campus in order to meet the educational objectives of a given course.

- A fee within this range should be requested at a \$500 range. (i.e. \$0-\$500, \$500-\$1,000, \$1,000-\$1,500 and so on.)

Programs seeking authorization for new or updated fee amounts should propose fees within the fee ranges and guidelines referenced above. However, if necessary, the Student Fee Advisory Committee may consider proposed fees outside of the suggested increments/ranges.

Breakage Fees  
\$25

Updated: 08/2017