

Humboldt State University

Category III Fee Approval Process

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ESTIMATED TIMELINE- 2-3 months

I. Background

The California State University Fee Policy, Executive Order 1102, as approved by the CSU Board of Trustees, defines the categories and types of fees that may be charged to students. The president of Humboldt State University has been delegated the authority to establish, adjust, or eliminate campus student fees within the directive of the executive orders. In addition, EO-1102 delineates the methods of consultation to be developed and used before establishing or adjusting campus student fees. In addition, it directs campuses to establish a Student Fee Advisory Committee.

This procedure defines the campus process to establish, adjust, or eliminate campus student fees at Humboldt State University as required and authorized by the CSU Trustees.

II. Fee Category Definitions

Category III Fees – Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering. Some examples are: Materials, Supplies and Facility fee, lab fees, and field trip fees.

Miscellaneous course fees are defined as fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction. Miscellaneous course fees can only be charged for the actual cost of providing exceptional instructional materials, services, or use of an off-campus facility.

III. Responsibilities

A. The president is delegated authority to establish or adjust Category III fees within a range established by the chancellor defined in EO-1102, consultation required. The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any campus-based fee.

The president shall establish a Student Fee Advisory Committee comprised of student, faculty, staff, and an administrative representative to provide advice to the president for Category II and III fees. The composition of the Student Fee Advisory Committee is outlined in **Executive Memorandum P17-06**.

B. The Student Fee Advisory Committee shall consider proposals for the establishment and adjustment of Category III fees, and shall then make a recommendation to the president. The president shall provide to the Student Fee Advisory Committee a report of all fees in Categories II, III, IV and V. New fees, fee increases, total revenue, and unexpended balances should be included.

C. The manager of Student Financial Services is assigned the responsibility to review the request and expenditure data sheet and work with the group who proposed the fee on any adjustments or clarifications.

D. The Vice President of Administration and Finance (or designee) is assigned the responsibility to serve as staff support to the Student Fee Advisory Committee. He or she will provide consultation, advice, and schedule a convenient time for the committee to review the student fee proposal, make its recommendation, and forward the fee recommendation of the Student Fee Advisory Committee to the president.

E. The entity within Humboldt's campus community seeking to establish, adjust, or abolish a campus student fee is responsible for the development of the proposal. The proposal must include the signed "Fee Request Form", a descriptive narrative of the reason or need for the fee, including the typical expenditures that are expected for the use of the fee revenue, and the Financial Data Sheet. See Forms website: Fee Request Form
<https://forms.humboldt.edu/fee-request-form>

IV. Approval Process

INITIATING THE STUDENT FEE REQUEST – The entity within the University community seeking to establish or adjust a campus student fee shall work with their division to determine if the fee has support from their vice president. If agreement is reached within the division, then the following information should be submitted to the manager of Student Financial Services:

- Signed Fee Request Form – The purpose of the form is to make sure that appropriate administrators are aware of and support the fee being requested.

- Description Narrative – This will provide reviewers with a clear and concise narrative of the program activity, the need for the fee, the data-driven justification for the level of fee proposed, and the expected use of the fee revenue.
- Historical and/or Prospective Financial Data Sheet – This will identify the types of expenditures that the proposed fee will cover, quantify the estimated number of students and revenue associated with the program, and provide a common format for which to review the request.

FISCAL REVIEW OF THE STUDENT FEE REQUEST – The manager of Student Financial Services will review the fee request and the expenditure data sheet. They will work with the entity who proposed the fee for any adjustments, clarifications, or additional information. The manager of Student Financial Services will initiate the request for the committee to convene and will contact a representative from the requesting entity to be present for the meeting.

C. Category III Fee-Miscellaneous Course Fees

1. THE STUDENT FEE ADVISORY COMMITTEE – The committee will review the fee request, giving consideration to the rationale for establishing or adjusting the Category III fee. The Student Fee Advisory Committee may, in some instances, require additional information or clarification of the proposal and will be allowed to discuss the fee request with the requesting entity’s representative at the meeting. The Student Fee Advisory Committee, on the conclusion of their review, will provide a recommendation to the president on the proposed fee action.

2. PRESIDENT’S ACTION –

The president will review the fee request proposal, consider the Student Fee Advisor Committee recommendation and make a decision of the fee proposals if it falls within the approved fee ranges as described by EO-1102 as listed below. If the request is outside the fee range, a request will need to be sent to the Chancellor.

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

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

3. CAMPUS NOTIFICATION OF DECISION ON STUDENT FEE REQUEST PROPOSALS:

- The president will return the fee request form to the manager of Student Financial Services with his/her decision on the Category III fee requests.
- The manager of Student Financial Services will notify the requesting entity and the Student Fee Advisory Committee of the final decision(s) concerning the fee proposal. Copies of the signed request forms will also be forwarded to each entity. They will assist the requesting entity in establishing or implementing changes necessary to administer the fee.