

San Francisco State University
Title: Miscellaneous Course Fees
University Executive Directive No.: 02-30
Approved by: Robert A. Corrigan, President
Effective Date: April 19, 2007

I. Purpose.

This policy and procedure shall be followed for the establishment and adjustment of all campus-based *miscellaneous course fees* at San Francisco State University.

The California State University (CSU) Student Fee Policy issued under Executive Order 661 (August 1996), and revised as Executive Order 740 (March 2000), regarding fees, rates and charges places *miscellaneous course fees* within a context of all CSU fees and identifies these fees as Group III (user fees), but does not otherwise specifically define or describe the nature of *miscellaneous course fees*.

The intent of this University policy is to clarify the CSU Student Fee Policy as it pertains to the definition, review and authorization, and implementation of *miscellaneous course fees* at San Francisco State University.

II. Definition.

Executive Order 740 defines Category III fees as fees “paid to receive materials, services, or for use of facilities provided by the University, or to enroll in a course offered through a self-support instructional program. This category includes *miscellaneous course fees* ...” unless those fees must be paid to apply to, enroll in or attend the University”. (EO 740, pg.1 of 3.)

For the purpose of this policy *miscellaneous course fees* at San Francisco State University may be approved and implemented for: 1) instructional materials, 2) instructional field trips, or 3) instructional use of non-state supported or off-campus facilities and/or equipment, if they meet the following criteria:

1. Instructional Materials. Students may be charged a *miscellaneous course fee* to cover limited specified instructional materials that are required to meet course objectives and that have a personal benefit in addition to academic value.
 - a. The determination to establish a *miscellaneous course fee* must consider the fact that funds are allocated for instructional supplies in the General Fund and are intended to cover the basic requirements in all courses.
 - b. Cost effectiveness is an important consideration in the establishment of a *miscellaneous course fee*. The need for establishing a fee should be balanced with the total administrative infrastructure costs required to collect and administer that fee, as well as to order, store and distribute the materials.

- c. *Miscellaneous course fees* for instructional materials should benefit the student by facilitating the purchase of hard to obtain, specialized materials not otherwise available through local vendors (including, but not limited to access to specialized software programs and maintenance of student electronic portfolios), and/or by making available to the student instructional materials which are more economically obtained through bulk purchase.
 - d. The student may be charged only for the actual or pro rata cost of the materials involved. Departments charging *miscellaneous course fees* are responsible for insuring that each student who pays such a fee receives the full share of materials covered by that fee.
 - e. The student must have the option of obtaining the materials necessary from any source, as long as the materials meet the instructional requirements and the required technological standards.
2. Field Trips. Students may be charged a *miscellaneous course fee* for certain costs involved with field trips associated with a course offering. The following are the only costs associated with field trips that may be required of students:
- a. Expenses incidental to the field trip such as meals, lodging, and other personal expenses.
 - b. Entrance fees to shows, exhibits, etc.
 - c. Actual or pro rata cost of the use of a vehicle.
3. Non-state supported or off-campus facilities and/or equipment: Students may be charged a *miscellaneous course fee* to cover courses which require the use of non-state supported or off campus facilities and/or equipment. This charge is designed to apply particularly to courses in kinesiology and recreation. However, it is understood that it may apply in other instances, particularly in connection with field trips (see above).
- a. The charge must be associated with a course taught by a campus faculty member at non-state supported or off-campus facilities and/or using rented equipment.
 - b. The charge must not exceed the actual or pro rata cost of the students' use of the facility or equipment. (Actual cost is defined as the fee charged to the campus.)
 - c. No portion of the charge may be associated with costs of providing a qualified instructor for the course.

III. Procedures.

In order to meet the requirements of E.O. 740, the following procedures will apply for making a request for establishment or adjustment of *miscellaneous course fees*:

1. Academic department chair initiates request for course fee action and submits to college dean using the "Instructional Materials, Activities, and Facilities Charges Request form (also known as the "Fee" form - available by e-mail from the Office of the Provost/Vice President of Academic Affairs).
2. College dean reviews request for adherence to SFSU Policy on *Miscellaneous Course Fees* and forwards approved request to the Office of the Provost/Vice President for Academic Affairs for review and approval.
3. The Provost/Vice President for Academic Affairs' Office reviews request for policy standards, and forwards approved requests to the Office of the Vice President for Administration & Finance for review and certification of the request, including its projected revenue and expenditures.
4. Following certification by the Vice President for Administration & Finance, the fee request is forwarded to the University Student Fee Advisory Committee (SFAC) for reading/review, and for a scheduled presentation of the request to the committee by the initiating department.
5. The University SFAC will provide a written recommendation of advice to the President on the proposed fee action. This recommendation may include justification or rationale to support this advice.
6. The President shall review the fee request upon receipt of the SFAC recommendation. The President's recommendations for new course fees will be submitted to the Chancellor's Office for review and approval.
7. Upon Presidential approval (fee adjustments), or upon Chancellor's Office approval (new fees), the Vice President for Administration & Finance and the Provost/Vice President for Academic Affairs Office will be responsible for notifying appropriate campus units of the fee action in time to meet class schedule publication deadlines and to create the fiscal agreement and account required to implement the approved fee action. The University Bursar Office shall begin collecting the new/adjusted fee with the beginning of the next regular semester after publication in the course schedule and establishment of the revenue account for that fee.
8. Courses for which fees have been officially authorized will be identified in the *University Bulletin*, and the specific amount will be stated in the *Class Schedule* and course syllabus.
9. Funds collected as *miscellaneous course fees* must be deposited and maintained in the College trust account established for collection and use of that fee. *Miscellaneous course fees* can only be used for the purpose -materials, activities, or facilities- specified by their authorization.