The policy that governs student fees is **Chancellor’s Executive Order No. 1034 (attached)**. This policy defines fee categories and establishes authority, responsibility, and accountability with regard to CSU student fees. The following guidelines are provided as a supplement to E.O. 1034 to help you through the process of requesting a course fee if appropriate. It is advisable to check with your college dean to help you make that determination. Other fee categories are also mentioned here to provide a better understanding of different types of fees and their approval process.

Many existing course fees and shop cards have been replaced by a Category II Materials, Services, and Facilities (MSF) Fee, effective July 2010. This is a campus mandatory fee required of all students. However some Category III Miscellaneous Course Fees still exist. Current course fees can be categorized into several types: Extended Field Trips exceeding $50 per student, International Study Abroad Programs, Sports Club Insurance, Student Professional Liability Insurance, and Conference Materials. Each of these fee types will be briefly described below. For detailed information refer to the attached Executive Orders.

**CATEGORY II CAMPUS MANDATORY FEES:**

**MSF Fee**

**E.O. 1050 (attached)** authorizes a category II Materials, Services, and Facilities fee at the rate of $144 per semester for full-time students (over 6 units) and $72 per semester for part-time students (6 units or less). The purpose of this fee is to allow the three colleges to continue to offer value-added learning experiences that are supplementary to the basic instructional programs. This fee is subject to the same restrictions as miscellaneous course fees outlined in E.O. 1034, Attachment 3. Revenue from this fee cannot be used for any faculty-related cost.

**CATEGORY III MISCELLANEOUS COURSE FEES:**

**Extended Field Trips Exceeding $50 per Student**

**E.O. 769 (attached)** authorizes a category III miscellaneous course fee for field trip costs that exceed $50 per student. Costs exceeding $50 per student may be charged directly to the student field trip participants. Field trip costs typically include lodging, meals, entrance fees, vehicle use and cost of drivers. First, estimate the cost per student for all field trips associated with a specific course. Costs up to $50 per student must be covered by funding from either the department and/or college. Also note that the instructor’s field trip expenses are charged to departmental funds and not student fees. If you wish to charge a field trip fee for costs exceeding $50 per student, see the ACADEMIC AFFAIRS COURSE FEE APPLICATION GUIDELINES below.
International Study Abroad Programs

Faculty considering a faculty-led study abroad program should contact the HSU International Center for information on the process for developing a program proposal and the associated risk management policies and procedures (see the International Center website, Study Abroad link, for the “Faculty Led Program Proposal form” and the “Routing Sheet for New International Program Proposals”). It is advisable to consult with the International Center before initiating a student fee request form as this process takes some time—start early!

E.O. 1001 (attached) authorizes an International Study Abroad fee range of $0 to $4,000. Each Study Abroad fee request is routed separately to the Student Fee Advisory Committee and the President for approval. Once you have obtained approval for a Study Abroad Program from the International Programs Review Committee and the Director of International Programs, see the ACADEMIC AFFAIRS COURSE FEE APPLICATION GUIDELINES below to apply for a course fee. [Note on E.O. 1001: PE 118 Bowling Facility fee is no longer active; it has been replaced by the Category II MSF fee]

Sports Club Insurance

E.O. 865 (attached) authorizes a category III miscellaneous course fee to cover the cost of insurance premiums for students who enroll in Sports Club courses. A fee range of $37 to $42 per semester has been established. Also note that E.O. 1006 mandates that all “Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor’s Office for all participants...” E.O. 1006 can be found on the Chancellor’s Office website at www.calstate.edu.

Student Professional Liability Insurance

E.O. 986 (attached) authorizes a category III miscellaneous course fee for student professional liability insurance for allied health, nursing, or education programs that include practicum, fieldwork or student teaching off campus. The fee was originally set at $16 but subsequently increased to $20 per student for insurance coverage over the full academic year. Disciplines currently charging students for professional liability insurance include: Nursing, Psychology, Elementary Education, Secondary Education, Special Education, Kinesiology, Recreation Administration, and Social Work.

Conference Materials

E.O. 768 (attached) authorizes a category III miscellaneous course fee to cover the cost of food, food service supplies, and materials for conferences that are offered for course credit, including the Social Justice Summit and the Leadership Conference. This fee has a maximum cap of $25.
CATEGORY IV USER FEES, FINES, AND DEPOSITS:

Some fees are not associated with a particular course. They are charged to anyone who uses materials, services, or for the use of facilities provided by the University. An example is Kinesiology & Recreation Administration’s Lock and Locker fee. They can also be punitive in nature to recover costs to the University resulting from dishonored payments, late submissions, or misuse of property, such as the Library’s lost book fee. Category IV fee requests go through the same process outlined in the fee application guidelines below with one exception. They are not reviewed by the Student Fee Advisory Committee (SFAC). The Associate VP of Business Services makes a recommendation for approval or denial directly to the President, who has authority for the establishment, oversight, and adjustment of Category IV fees. These fees are reported annually to SFAC and the Chancellor’s Office. Refer to E.O. 1034 for more information on this fee category.

CATEGORY V SELF SUPPORT PROGRAM FEES, FINES, AND DEPOSITS:

Category V fees are fees paid to self-support programs, such as Extended Education. Fee types include materials and services fees, user fees, fines, and deposits. Category V fee requests also go through the same process outlined below except for the review and recommendation of the Student Fee Advisory Committee (SFAC). The Associate VP of Business Services makes a recommendation for approval or denial directly to the President, who has authority for the establishment, oversight, and adjustment of Category V fees. These fees are reported annually to SFAC and the Chancellor’s Office. Refer to E.O. 1034 for more information on this fee category.

ACADEMIC AFFAIRS COURSE FEE APPLICATION GUIDELINES:

A two-part fee request form (attached) should be submitted to the Provost’s Office to request a new course fee; check the online Administrative Calendar for fee request deadlines. This form can also be used to adjust existing fees. Printed copies of the forms are available at the Associated Students Office or electronically on the Associated Students website under Resources – AS Forms – Student Fee Advisory Committee Fee Request Form (part 1) and Student Fee Advisory Committee Financial Form (part 2). The fee requestor should obtain signatures of the Department Chair and College Dean for all course fee requests.

The fee request and financial form can then be forwarded to the Provost’s Office for other administrative signatures as required. The request will be reviewed by the Provost’s staff prior to approval by the Provost. If the Provost denies the request, it will be returned to the requestor; if approved, it will be forwarded on to the Associate VP for Business Services. After review and approval by the Associate VP for Business Services, the request will be routed to the Student Fee Advisory Committee (SFAC). SFAC will schedule a meeting to consider the proposal. The fee requestor and/or department chair, as well as any other interested parties, should attend the SFAC meeting in support of
the fee request. The requestor or department representative should be prepared to address any questions posed by SFAC members. SFAC will then forward a recommendation to the President for approval or denial of the fee. The President has authority to establish Category III fees within a range specified in attachment 3 of E.O. 1034 and authority to revise Category III fees. Refer to E.O. 1034, section II – Authority, for additional information on who can approve or revise all fee categories.

Once a course fee is approved, the Associate VP for Business Services or designee will notify the Office of Academic Programs & Undergraduate/Graduate Studies to enter the new or revised fee information in the catalog.