

Instructions/Timeline to submit a Category III, Materials & Services, Course Fee

1. Prepare a memo addressed to the Associate Provost with justification. Template provided on website

The memo should include the following:

A justification for the exceptional instructional materials, services or use of an off-campus facility that necessitate this fee or fee adjustment. Be sure to address the following:

- a. The purpose of the fee (Is this fee for a new requirement or an existing requirement that has been funded by other means?).
 - b. Explain, in detail, why the fee should be charged (or adjusted) and the consequences of not doing so.
 - c. Provide an explanation regarding what other sources of revenue have been considered, and why they were not chosen.
2. Complete the Miscellaneous Course Fee Request form
 3. Attach the Trust Fund Information Fact Sheet

The Trust Fund Information Fact Sheet is a PDF located at:

<https://www.csusb.edu/sites/default/files/TrustFundFactSheet.pdf>

The Trust Fund Information Fact Sheet must be included in the Request for Miscellaneous Course Fees packet with all appropriate signatures. The approval signature of the Administration and Finance vice President is obtained by the General Accounting Office once the fee request has been approved. Additional information regarding Trust Funds can be located on the General Accounting web site

<https://www.csusb.edu/accounting/general-accounting/trust-funds>

4. Your completed packet should include:
 - a. Memo
 - b. Miscellaneous Course Fee Request form
 - c. Trust Fund Information Fact Sheet
5. Submit your completed original packet with appropriate signatures including Department Chair and College Dean, to the Office of Academic Scheduling and Curriculum (Attn: Patrick Bungard). Copies will be provided to the following by the Office of Academic Scheduling and Curriculum:
 - a. Associate Provost for Academic and International Programs
 - b. Fee Advisory Committee
6. Once your application has been submitted for signatures, the Course Fee Advisory Committee (CFAC) will hold a meeting to discuss the proposed fee/changes to fee(s).

Please note this may take several weeks to schedule depending on the committee's availability. You will also be invited to attend the meeting to discuss your application. Be prepared to answer any questions from the committee.

7. If your request is approved by CFAC, the packet will be sent for final approval from the President. You will be provided a final copy with the President's signature.