



California State University, San Bernardino
MISCELLANEOUS COURSE FEE REQUEST

(Charge for exceptional materials, services, or use of an off-campus facility)

To be completed when requesting to initiate or change miscellaneous course fees and submitted along with the cover memo to the Associate Provost for Academic Programs through the Academic Curriculum and Scheduling Office.

Requested By:	Date:
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ACTION REQUESTED

<input type="checkbox"/> Establish	<input type="checkbox"/> Delete	<input type="checkbox"/> Modify Current Fee Level	From:	To:
Course Number:		Course Title:		Amount:
Group of Courses:				

Students may be charged for exceptional materials, services, or use of off-campus facilities used in concert with the basic complement of supplies needed for state-supported instruction. These miscellaneous course fees should provide materials or services that have a tangible benefit to students.

Courses which involve miscellaneous course fees **must** be identified in the university Bulletin and the amount stated in the Schedule of Classes. Funds received from miscellaneous course fees must be deposited into campus local trust accounts and expended only for the purposes approved.

I. EXCEPTIONAL INSTRUCTIONAL MATERIALS AND SERVICES

1. The fee supplements the basic complement of classroom and laboratory instruction by providing exceptional instructional materials and services that would otherwise be unavailable to students, and which allow students to better meet the education objectives of the course(s) to which it applies.

Does this fee meet this criterion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2. The fee can be no greater than the actual costs (may be calculated on a pro rata basis) of the materials or services involved.

Does this fee meet this criterion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3. The exceptional materials or services for which the fee will be charged cannot be funded through marginal cost dollars, state university fee revenue, or permanent base budget allocations.

Does this fee meet this criterion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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FEE CALCULATION

For Section I Based On Annual Cost (Complete Attachment II)

Item	Current Cost*	Projected Cost	
		AY: Year 1	AY: Year 2
Exceptional Materials	\$	\$	\$
Services	\$	\$	\$
Off-Campus Facilities/Equipment Use	\$	\$	\$
1. Total Cost (Expenditures)	\$	\$	\$
2. # of Users Per Year	\$	\$	\$
3. Cost Per User (Line 1 divided by Line 2)	\$	\$	\$
4. Requested Fee Level	\$	\$	\$
5. Current Fee Level	\$	\$	\$
6. Increase or Decrease	\$	\$	\$
7. Total Revenue From Fees	\$ (Line 2 x Line 5)	\$ (Line 2 x Line 4)	\$ (Line 2 x Line 4)
8. Non Course Fee Revenue to Defray Costs in Line 1	\$	\$	\$

Explain Sources of Non-Course Fee Revenue:

*Use this column when there is an existing fee. **1/3 fee revenue will increase as lab fee revenue increases.

MISCELLANEOUS COURSE FEE REQUEST (CONTINUED)

Note: Complete Section II or III for **Field Trips** or **Off-Campus Facilities/Equipment Fees**

Course Number:

Course Title:

II. FIELD TRIPS OR OTHER OFF-CAMPUS USE OF FACILITIES AND EQUIPMENT

Students may be charged for certain costs involved with the conduct of field trips or other off-campus travel. The following are the only such costs that may be required of students:

- A. Expenses incidental to field trips such as meals, lodging and other personal expenses.
- B. Entrance fees to shows and exhibits, etc.
- C. Actual or pro rata transportation costs, including a vehicle and/or equipment and materials used on the trip.

Does this fee meet this criterion?

Yes

No

III. USE OF NON-STATE SUPPORTED OR OFF-CAMPUS FACILITIES AND EQUIPMENT

This charge is designed to apply particularly to courses with field trips or with instruction in non-state facilities.

- 1. The charge must be associated with a course taught by a campus faculty member at a non-state supported or off-campus facility and/or utilizing rented equipment.
- 2. The charge must not exceed **actual** costs of the students' use of the facility or equipment but may be calculated on a pro rata basis. (Actual cost is defined as the fee charged to the campus.)
- 3. **No portion of the charge may be associated with costs of providing a qualified instructor for the course.**

Does this fee meet this criterion?

Yes

No

FEE CALCULATION

For Section II or III Based On Annual Cost (Complete Attachment II)

Item	Current Cost*	Projected Cost	
		AY: Year 1	AY: Year 2
Field Trip(s), Including Travel Costs	\$	\$	\$
Off-Campus Facilities Use	\$	\$	\$
Off-Campus Equipment and Materials Use	\$	\$	\$
Other:	\$	\$	\$
1. Total Cost (Expenditures)	\$	\$	\$
2. # of Users Per Year	\$	\$	\$
3. Cost Per User (Line 1 divided by Line 2)	\$	\$	\$
4. Requested Fee Level	\$	\$	\$
5. Current Fee Level	\$	\$	\$
6. Increase or Decrease	\$	\$	\$
7. Total Revenue From Fees	\$ (Line 2 x Line 5)	\$ (Line 2 x Line 4)	\$ (Line 2 x Line 4)
8. Non Course Fee Revenue to Defray Costs in Line 1	\$	\$	\$

Explain Sources of Non-Course Fee Revenue:

*Use this column when there is an existing fee.

REVIEWED BY (INITIALS)

Accounting:

Date:

Academic Curriculum & Scheduling:

Date:

RECOMMENDATION

Department Chair:

Date:

College Dean:

Date:

Associate Provost:

Date:

Chair, CFAC:

Date:

VP/Provost, Academic Affairs:

Date:

VP, Admin & Finance:

Date:

APPROVAL

President:

Date:

ITEMIZED LIST

1. List Exceptional Instructional Materials (General Categories, Including Representative Examples)

Description	Current Annual Cost	Projected Annual Cost	
		AY: Year 1	AY: Year 2
	\$		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

2. List Services (General Categories, Including Representative Examples)

Description	Current Annual Cost	Projected Annual Cost	
		AY: Year 1	AY: Year 2
	\$		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

3. List Off-Campus Facility, Equipment and Materials Use, Including Field Trip Costs (General Categories, Including Representative Examples)

Description	Current Annual Cost	Projected Annual Cost	
		AY: Year 1	AY: Year 2
	\$		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

FEE COMPLIANCE CERTIFICATION

Miscellaneous Course Fee Policy ([EO 1102](#))

Policy Statement: 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. Students must have the option of attaining the materials or services required through alternative means; however, in cases where such alternative means are unavailable, students cannot opt out of utilizing the required material or service and must pay the miscellaneous course fee. The following rules apply when determining if miscellaneous course fees can be charged for exceptional materials or services in the classroom:

1. Miscellaneous course fees can only be charged for the actual cost of the material, service or use of facility being provided.
2. 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.
3. 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.
4. 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.
5. 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.

Approved 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.
\$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.

I have read the Miscellaneous Course Fee Policy, Attachment III of Executive Order 1102, and certify that the expenditures for this fee comply with this policy. The campus defines basic equipment and materials as those items which are essential to teach the course with an acceptable pedagogical content. Exceptional equipment and materials are those used to provide an enhanced educational experience beyond what can be provided through the basic complement of equipment and materials. Exceptional materials include those items of equipment and material that students can be reasonably expected to provide their own but which are provided to the students as a service because the University can procure them at a substantially lower cost.

Department Chair Certification

Date

College Dean Certification

Date