California State University, San Bernardino
## Fee Proposal for Presidential Review

**Name of Fee:**  Change of Major Fee

**Check Fee Category** (see Executive Order 1034, Attachment 2 under Definitions http://www.calstate.edu/eo/EO-1034.pdf):

☒ **Category IV, Fees other than Category II or III**
  (Non-coursework materials, services, penalty or use of service fees)

☐ **Category V, Self Support Fees**
  (**Only** CEL, Parking, Housing, One Card or Student Health Services)
  (Note: for course fee requests use the "Miscellaneous Course Fee Request" process and form.)

**Proposed action effective** (specify date): ____ June 1, 2011 ____

☐ *Establish a new fee/person of* $_____

X *Change an existing fee.* Current amount of the fee/person $___ 4.00 ___

  X – Increase the fee/person to $ 6.00  (if multiple categories, attach schedule)
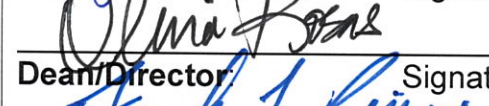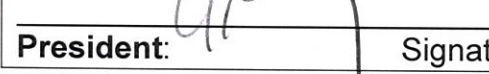
  ☐ – Decrease the fee/person to $_____ (if multiple categories, attach schedule)

  ☐ – Eliminate the fee.

**Requester:** Mary Chouinard          **Department:** Records, Registration & Evaluations

**Contact #:** x75077          **Email Address:** mchouina

**Also please complete and submit the following completed forms:**
  Page 2 – *Rationale for the Fee*, and Page 3 – *Fee Revenue/Expense Projections*.

**Reviewed/Approved:** *I recommend approval of the proposed fee action.*

| | | | |
|---|---|---|---|
| *(signature)* Mary Chouinard | | Mary Chouinard | 5/25/11 |
| **Requestor:** | Signature | Printed Name | Date |
| *(signature)* Mary Chouinard | | Mary Choinard | 5/25/11 |
| **Department Chair:** | Signature | Printed Name | Date |
| *(signature)* Olivia Rosas | | Olivia Rosas | 5/27/11 |
| **Dean/Director:** | Signature | Printed Name | Date |
| *(signature)* Frank J. Rincon | | Frank Rincon | 5/31/2011 |
| **Provost/Vice President:** | Signature | Printed Name | Date |
| *(signature)* | | Al Karnig | 6/1/11 |
| **President:** | Signature | Printed Name | Date |

Please submit the *original* and 2 copies to:
Director of Accounting, SH104

**Name of Fee**:_____Change of Major Fee_____

**Department Name:** Records, Registration & Evaluations      **Proposed Fee Amount:**___$6.00_____

<center><em>Please limit your response to this page.</em></center>

1. Indicate who will be charged this fee
2. If multiple related fees under the same category, list types and amounts.
3. Provide a description of services or materials to be provided for the fee(s).
   What other resources have been used in the past/considered to cover these services/materials?
   What's the benefit to the individuals receiving these materials/services?

All students who submit a request to officially "change their major" will be charged the new fee.

Implications/Benefits: Improve customer service, generate accurate and up to date PAWS and provide more resources to process change of majors in a timely manner. Since the current cost for "Change of Major" is relatively small, many students change their major without meeting with the appropriate advisors. The additional cost will curtail the students from "shopping" for a major and promote the progress to degree process.

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## *Fee Revenue/Expense Projection*

**Name of Fee:** Change of Major Fee

**Department Name:** Records, Registration & Evaluations     **Proposed Fee Amount(s):** $6.00

Note: minimum revenue threshold for new fees is $500 per year. This is an active Excel worksheet. You can amend the format to meet your revenue and expense calculation needs. Double click on the sheet to activate the worksheet.

**Projections for one year**

| Revenue Projections | Proposed Fee (nearest whole $) | # Individuals/term | # terms/ year | Estimated Revenue |
|---|---|---|---|---|
| Change of Major Fee | 2 | 9186 | 1 | $18,372 |
| Fee name | | | | $0 |
| Fee name | | | | $0 |
| Fee name | | | | $0 |
| Fee name | | | | $0 |
| (insert rows to expand # of lines) | | | | |
| **Subtotal, Estimated Revenue** | | | | $18,372 |

| Expenditure Projections | Cost/item | # items | | Estimated Expense |
|---|---|---|---|---|
| .5 FTE Staff to Process | 12532 | 1 | 1 | $12,532 |
| 1 Student Asst @ 12hrs/wk | 4992 | 1 | 1 | $4,992 |
| Change of Major Request Form | 0.03 | 9186 | 1 | $276 |
| Cost item or category | | | | |
| Cost item or category | | | | |
| Cost item or category | | | | |
| Cost item or category | | | | |
| Cost item or category | | | | |
| Cost item or category | | | | |
| Cost item or category | | | | |
| Cost item or category | | | | |
| (insert rows to expand # of lines) | | | | |
| | | | | $17,800 |

**Net** $572

**Average annual debt payments (if applicable)** $0

**Debt Coverage Ratio for funds with outstanding capital project loans** #DIV/0!