

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

Name of Fee: Graduation Fee

**Check Fee Category:** (see [Executive Order 1102](#), Attachment 2 under Definitions)

- Category IV:** Non-coursework materials, services, penalty, use of service fees or Student Health Services fees
- Category V:** Self Support Fees (CEL, Parking, and Housing)

Note: for course fee requests use the "**Miscellaneous Course Fee Request**" process and form.

**Proposed action effective** (specify date): 9/15/2017

- Establish a new fee/person of \$ \_\_\_\_\_
- Change an existing fee. Current amount of the fee/person: \$50 for Commencement and \$25 for Grad Check
- CFS Fund:** RS008/RS017 **CFS Dept ID:** A0106/B0400
  - Increase the fee/person to \$ 75 (combination of both fees - \$50 and \$25) and rename fee to Graduation Fee
  - Decrease the fee/person to \$ \_\_\_\_\_
  - Eliminate the fee
- Update fee language, usage, materials, or services only (no change in fee amounts)

**Requester:** Carol Dixon and Amy Braceros **Department:** A0106 & B0400

**Contact #:** 77326/73224 **Email Address:** cdixon@csusb.edu/abraceros@csusb.edu

**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.


|  |                                 |                |
|--|---------------------------------|----------------|
|  | <u>Carol Dixon Amy Braceros</u> | <u>8/17/17</u> |
| Requestor Signature:   | Printed Name                    | Date           |
|  | <u>Carol Dixon Amy Braceros</u> | <u>8/17/17</u> |
| Department Chair Signature:  | Printed Name                    | Date           |
|  | <u>Carol Dixon Amy Braceros</u> | <u>8/17/17</u> |
| Dean/Director Signature:   | Printed Name                    | Date           |
|  | <u>Julie Lappin</u>             | <u>8-23-17</u> |
| Provost/Vice President Signature:  | Printed Name                    | Date           |
|  | <u>Dr. Tomás Morales</u>        | <u>8/28/17</u> |
| President Signature:   | Printed Name                    | Date           |

Please submit the original signed cover page and attached pages to:  
 Director of Accounting, CH104

## MEMORANDUM

DATE : August 28, 2017

TO : Tomás D. Morales  
President

FROM : Douglas R. Freer   
Vice President, Administration and Finance

Brian Haynes   
Vice President, Student Affairs

SUBJECT: Recommendation to Merge Graduation Check and Commencement Registration Fees

The Divisions of Administration and Finance and Student Affairs recommend that two CSU category 4 fees, Graduation Check and Commencement Registration, be merged and paid together at a rate of \$75 at the point a student files their first Graduation Check. Currently, the fee for the first Graduation Check is \$25 and Commencement Registration is \$50.

This is recommended to be implemented September 15, 2017. Additional Graduation Check fees for re-filing at \$20 and/or for filing late at \$20 are in addition to the base fee.

The advantages of this recommendation are as follows:

- It relieves the student from having to complete multiple administrative processes on different timelines to graduate from the University.
- It relieves the University from costs and staff time associated with processing approximately 5,000 transactions a year.
- It ensures that the costs associated with hosting commencement ceremonies in both Fall and Spring are equally shared amongst graduating students.
- It closes a sizeable budget gap for the commencement ceremonies and relieves the General Fund from this obligation.

Students who filed and paid their first Graduation Check fee prior to September 1, 2017 will need to pay the additional Commencement Registration Fee to participate in commencement ceremonies.

Please contact us for clarification or with any questions.

  
Tomás D. Morales, President

  
Date



**Fee Proposal for Presidential Review – Page 2**  
**Rationale for the Fee**

**Name of Proposed Fee:** Graduation Fee

**Department Name:** A0106/B0400

**Proposed Fee Amount:** \$75

**Please respond to the following questions:**

1. Purpose of the fee(s)

To streamline the process to graduation this proposal is to consolidate the Commencement and Grad Check Fee into one overall fee, the Graduation Fee.

2. Indicate who will be charged this fee

The Graduation Fee will be assessed at \$75 per student for first time filers and is effective 9/15/2017 and will be required to be paid upon filing for the initial grad check. Those that have already paid and filed for grad checks for the next commencement will only be required to pay the \$50 additional amount. Late fees for grad checks will still apply. Dual or multiple majors / concentrations will also be assessed additional fees (\$25 per major / concentration).

3. If multiple related fees under the same category, list types and amounts.

The Graduation Fee will be split so that \$50 of the fee will go to the Trust RS008 under the President's Office and \$25 will go to Trust RS017 under Enrollment Services. Additional major/ concentration fees and late fees will go to Trust RS017 under Enrollment Services.

4. Fee information:

- a. Describe the services or materials to be provided from the fee(s). List in detail.

The fee will provide the initial grad check services, the diploma, and one commencement ceremony.

- b. What types of expenditures will be allowed for the fee(s)? List in detail.

The Fee will cover operating expenses including personnel and non-personnel costs.

- c. What other resources have been used in the past/considered to cover these services/materials?

Same resources

- d. What's the benefit to the individuals receiving these materials/services?

A single fee that covers the initial grad check, a diploma and the commencement ceremony.

**Fee Proposal for Presidential Review - Page 3**  
**Fee Revenue/Expense Projection**

Name of Proposed Fee: Graduation Fee

Department Name: A0106/B0400

Proposed Fee Amount: \$75

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.

|  | Prior Year<br>Actuals FY<br>15/16 | Actuals FY<br>16/17 | Year 1<br>Projections<br>FY 17/18 | Year 2<br>Projections<br>FY 18/19 |
|--|-----------------------------------|---------------------|-----------------------------------|-----------------------------------|
| <b>Revenue Projections</b>                                   |                                   |                     |                                   |                                   |
| Graduation Fee/Commencement portion                          | 183,965.00                        | 221,518.00          | 230,000.00                        | 230,000.00                        |
| Graduation Fee/Grad Check portion                            | 52,275.00                         | 60,625.00           | 60,000.00                         | 60,000.00                         |
| Late Grad Checks (incl refile fee and late fee)              | 52,975.00                         | 55,475.00           | 55,000.00                         | 55,000.00                         |
| Other Records Requests<br>(insert rows to expand # of lines) | 186,022.00                        | 181,216.00          | 180,000.00                        | 180,000.00                        |
| <b>Subtotal, Estimated Revenue</b>                           | <b>475,237.00</b>                 | <b>518,834.00</b>   | <b>525,000.00</b>                 | <b>525,000.00</b>                 |
| Commencement Count   | 3698                              | 4240                | 4600                              | 4600                              |
| Records Count (for Grad & Late Grad Checks only)             | 4210                              | 4644                | 4600                              | 4600                              |
| Revenue per Count for Commencement                           | 49.75                             | 52.24               | 50.00                             | 50.00                             |
| Revenue per Count for Grad Checks only                       | 25.00                             | 25.00               | 25.00                             | 25.00                             |
| <b>Expenditure Projections</b>                               |                                   |                     |                                   |                                   |
| Graduation Fee/Commencement Expenses (RS008)                 | 306,910.00                        | 269,426.00          | 230,000.00                        | 230,000.00                        |
| Graduation Fee/Records Expenses (RS017)                      | 372,960.00                        | 166,904.00          | 295,000.00                        | 295,000.00                        |
| 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)                           |                                   |                     |                                   |                                   |
| <b>Subtotal, Estimated Expenditures</b>                      | <b>679,870.00</b>                 | <b>436,330.00</b>   | <b>525,000.00</b>                 | <b>525,000.00</b>                 |
| <b>Net</b>   | <b>(204,633.00)</b>               | <b>82,504.00</b>    | <b>-</b>                          | <b>-</b>                          |
| <b>Average annual debt payments (if applicable):</b>         | N/A                               |                     | N/A                               | N/A                               |
| <b>Debt Service Coverage Ratio:</b>                          | N/A                               |                     | N/A                               | N/A                               |