Deadlines:
Summer/Fall Fee – March 1st
Spring Fee – August 1st
(allow 6 weeks for approval process)

California State University | Stanislaus

APPLICATION TO ASSESS A MISCELLANEOUS COURSE FEE

(CATEGORY III FEE)

Department	Course Prefix/Number	Course Title

Request for (check one)	Effective Term (check one and indicate year)
☐ New Fee – Amount Requested $_____ ☐ Adjusted Fee – Original Fee $_____ – Proposed Fee $_____	☐ Summer/Fall _____ ☐ Spring _____
Purpose (check all that apply) ☐ Materials ☐ Field Trip ☐ Use of Facilities	

Miscellaneous course fees can ONLY be charged for the actual cost of providing exceptional instructional materials, services or use of an off-campus facility. In most cases, students must have the option of attaining the materials or services required through alternative means.

The following rules apply when determining if miscellaneous course fees can be charged for exceptional materials or services in the classroom:

1. **Fee is for the actual cost of material, service or facility use provided.**
2. **Fee CANNOT be charged for basic complement of classroom supplies required for instruction, such as chalk, erasers, projectors, computer, and associated supplies such as transparencies, software.**
3. **Fee CANNOT be charged for basic complement of laboratory supplies and instructional equipment, such as equipment, test tubes, computers.**
4. **Fee CANNOT include administrative charges and inflationary factors.**
5. **Fee CANNOT be charged to fund basic cost of instruction.**

(for more information, see EO1034)

PLEASE COMPLETE THE FORMS ON PAGES 2 AND 3 TO DESCRIBE THE FEE USES, REVENUES AND EXPENDITURES.

I certify that the amount of the fee is necessary to cover costs beyond those supported by the regular instruction budget in order to maintain the quality of instruction in this course.

Department Chair _____ Date _____

VERIFICATION OF COURSE INFORMATION:

Office of Academic Programs _____ Date _____

APPROVAL:

Dean _____ Date _____

Vice Provost for Academic Affairs _____ Date _____

VP for Business and Finance _____ Date _____

SFAC Recommendation (to be attached) Date approved_____
President's Recommendation (to be attached) Date approved_____
Chancellor's Office Approval (to be attached) Date approved_____

:rle 5/01/03; smf 12/17/08; smf 7/09; rle 9/10

Final Distribution: Vice Provost for Academic Affairs; Cashiers; Enrollment Services; Dean; Department Chair; SFAC