

Lucy van Doorn

Subject: New Requirement for Approved Course Fees

One of the charges to the Miscellaneous and Course Fee Advisory Committee is to develop procedures for the periodic review and re-establishment of fees. Historically course fees on our campus have been approved in perpetuity unless a change was requested by the unit. In order to comply with policy we are implementing a new process where approved course fees will have expiration dates. Approved fees will be reassessed every 3 years or they will expire. This reassessment will be outside of the annual review period that takes place in February. Proposals for new fees or changes to existing fees will still need to go through the February review with the Misc. and Course Fee Advisory Committee (MCFAC). The reassessment will have a deadline of October 1st and will use modified Attachments 1 and 2 of the current course fee approval forms.

Due to the number of approved course fees, the reassessment will be split between 2 years: Arts Division will be reassessed in year 1 and all other colleges/divisions with approved course fees will be reassessed the following year. The deadline for the Arts Division will be October 1, 2019. All other colleges/divisions will have a deadline of October 1, 2020. If changes to existing fees are found to be needed during this reassessment, units will need to submit a proposal during the regular annual review cycle in February following the October review.

What this looks like in practice:

Arts division submits all 154 of their approved course fees for reassessment by October 1, 2019

- If all 154 course fees are determined to comply with policy, course fees will be in effect until the end of the summer quarter 2023.
- If 10 of the course fees are called into question, they will need to be submitted to the MCFAC during the annual review in February 2020.
 - If all 10 are approved by the Chancellor, they will be in effect until the end of the summer quarter 2023.
 - If any or all of these 10 course fees are not approved by the Chancellor, they will expire at the end of the summer quarter 2020.
- Subsequent reassessments for the Arts Division will take place in October 2022, 2025, etc.
- If the Arts division wants to propose new fees or changes to existing fees, they would do so during the annual review in February.
- If a fee was approved during the regular review process in February 2022, it will need to be submitted with all other approved fees in October 2022 for reassessment. In this case the same forms can be submitted that were submitted in February as the financial data and the purpose of the fee will not have changed.

Expiration dates will apply to the entire college/division and not individual course fees.

The forms to be submitted are similar to the current course fee review forms. Attachments 1 and 2 have been updated for this reassessment and can be found on the [Approved Course Fee Reassessment](#) page of the [Miscellaneous Fees and Course Fees](#) website.

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