

California Polytechnic State University, San Luis Obispo

**UNIVERSITY POLICY:
CATEGORY III, IV, and V FEES**

Preface

Executive Order No. 1102 defines *Category III, IV, and V fees* as follows:

- Category III: “Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.”
- Category IV: “Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.”
- Category V: “Fees paid to self-support programs such as Extended Education, Parking, and Housing including materials and services fees, user fees, fines, deposits.”

Executive Order No. 1102 delegates authority to the President to establish Category III fees within a range established by the chancellor¹. The president is also delegated authority to establish and adjust Category IV and V fees with subsequent notification to the Campus Fee Advisory Committee (“CFAC”).

Process to Establish or Adjust a Category III, IV, or V Fee

CFAC meets during the academic year as needed to review certain fee proposals. CFAC may adopt a regular meeting schedule. Fee proposals should be submitted to allow sufficient time for staff review and for review of documentation by CFAC before committee meetings. Questions regarding the CFAC schedule should be referred to support staff in the Budget and Finance department.

1. Individuals or groups seeking to establish or adjust a Category III, IV, or V fee shall submit their request to their respective divisional Vice President. The divisional Vice President transmits to the President any fee proposals that have been endorsed by the Vice President. Information contained in the request should address the factors contributing to the need for a fee adjustment and any programmatic impacts. Revenue and expenditure data for the previous fiscal year (if applicable) and projected for the subsequent

¹ Executive Order 1102, Miscellaneous Course Fee Policy

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two fiscal years shall also be included with the request, prepared in consultation with staff in the Budget and Finance department.

2. For category III & V fees, the President shall review the request and, if approved, will subsequently notify CFAC of his/her decision. If the committee has no pending meetings scheduled, this notification may occur electronically on a quarterly basis. Alternatively, the President may return the request to the Vice President and indicate that no action will be taken.
3. For category IV fees, prior to the President's approval, the fee proposal shall be referred to CFAC to facilitate discussion, offer feedback, and provide for transparency. The fee proposal shall then be forwarded to the President for approval.
4. Approved proposals of Category III, IV, and V fees shall be forwarded to the appropriate administrative departments for implementation.