

Frequently Asked Questions

Category I Per-Unit Fee for Courses Required in State-Supported Graduate Professional Business Programs

BACKGROUND

What CSU authority approved the new graduate professional business fee?

The fee was authorized by the CSU Board of Trustees at the May 12-13 2009 meeting and Resolution RFIN 05-09-03. Please see:

<http://www.calstate.edu/BOT/Resolutions/May2009.pdf>

What kind of fee is this? Does it apply to students or courses?

The Graduate Business Professional Fee is a Category I per-unit fee, which is defined as “systemwide mandatory fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.” See Executive Order 1034 for CSU fee policy: <http://www.calstate.edu/EO/EO-1034.html>

The new per-unit course fee is to be charged for required courses taken by students enrolled in fee-authorized State-Supported Professional Business Graduate Programs. The fee is also charged for prerequisite courses taken by students who have a conditionally classified admission status and are enrolled in one of the fee-authorized programs

What is the fee amount?

The fee is \$210 per semester unit and \$140 per quarter unit, and it is assessed in addition to the State University Fee.

When does the fee take effect?

Fall 2009.

Does this professional fee apply to students currently enrolled in MBA programs?

Both new and continuing students enrolled in the approved programs will be charged the new per-unit course fee, beginning in fall 2009.

FEE AUTHORIZATION

What are the criteria for charging the new Category I fee?

The Category I Graduate Business Professional fee shall be assessed to students enrolled in state-supported professional master of business degree programs, on a per-unit basis for state-supported courses that meet the following conditions:

- a. the state-supported course is required in order to graduate from the program (including prerequisite courses);

- b. the programs are subject to accreditation by the Association to Advance Collegiate Schools of Business International (AACSB International); and
- c. the programs are authorized by the Trustees or Chancellor to assess such fees.

Which programs have been authorized to assess the new fee?

MS Accountancy

Fresno; Fullerton; Los Angeles; Pomona; San Bernardino; San Diego; San José;
San Luis Obispo

MBA Master of Business Administration

Bakersfield; Chico; Dominguez Hills; East Bay; Fresno; Fullerton; Humboldt; Long Beach;
Los Angeles; Northridge; Pomona; Sacramento; San Bernardino; San Diego;
San Francisco; San José; San Luis Obispo; San Marcos; Sonoma; Stanislaus

MS Business Administration

East Bay; Los Angeles; Pomona; San Diego; San Francisco; Stanislaus

MS Health Care Management

Los Angeles

MS Business and Technology

San Luis Obispo

MS Information Systems

Fullerton; Los Angeles

MS Taxation

East Bay; Fullerton

Can more programs be added to this list later?

Yes, campus presidents may send a letter to the Chancellor, requesting authorization to assess the higher fee. The letter needs to specify that all fee criteria have been met.

QUALIFYING COURSES

For what kinds of courses do these new higher graduate fees apply?

The new fee applies to all required courses taken by students who are enrolled in fee-authorized graduate professional business programs. The fee also applies to prerequisite courses taken by students conditionally admitted to fee-authorized programs.

Is the Category I per-unit fee charged for students in the fee-authorized programs when those students also enroll in prerequisite courses, undergraduate courses, and graduate courses that are intended to prepare students to achieve classified standing in the fee-authorized programs?

Yes, the fee will be charged for every course that a conditionally classified or classified student enrolled in a fee-authorized program takes in order to fulfill graduation requirements.

Does the fee apply to graduate courses or elective courses taken from outside the requirements of the fee-authorized programs?

No, the fee only applies to courses required to graduate from the fee-authorized program.

What if a concurrent pairing of master's programs consists of one fee-authorized graduate business program and one program not authorized to assess the fee?

In the case of concurrent programs in which only one degree program is authorized to assess the higher graduate business professional fee, the courses related to the program that is not authorized to charge the higher Category I fee will not be assessed at the higher per-unit rate. The fee-authorized program will charge the higher per-unit fees for all courses required for its portion of the concurrent degree program.

Is the Category I per-unit fee charged to students who are *not* enrolled in any of the fee-authorized programs but who enroll in courses that *are* part of a fee-authorized program?

Only students who are enrolled in one of the fee-authorized degree programs will be charged the Category I per-unit fee. If a student enrolls in a course that is part of a fee authorized program, but the student is not enrolled in one of the fee-authorized graduate professional business master's degree programs, they shall not be charged the higher fee.

STUDENT STATUS

Are exchange students subject to the new fee?

The new fee would be treated as any other fee and would not be charged to the incoming exchange student. The principle behind an exchange is that the outbound CSU student pays her/his home fees and the inbound international student pays her/his home fees, and they are trading places for the semester (or year). The CSU campus would collect the fee from the outbound CSU student.

Implementation shall be consistent with Executive Order 605

<http://www.calstate.edu/EO/EO-605.pdf> Regarding international student exchanges, the EO states:

Acceptable methods of paying fees other than nonresident tuition include the following:

- a. The foreign student pays the fees on the CSU campus, and the CA student pays like fees on the foreign campus.

- b. The CA student pays fees at the home campus, and the foreign student pays like fees at the foreign campus.

Fees are paid from a non-state source.

Are international students and out-of-state students subject to the fee?

Yes, all students matriculated in programs that meet the fee criteria are subject to the fee.

ADJUSTMENTS AND FUTURE FEE INCREASES

Would refunds and other adjustments for this fee be subject to State Title 5 regulations, as is true for the State University Fee?

Refunds for the Business Professional Fee shall follow guidelines established by Title 5, Division 5, Chapter 1, Subchapter 5, Article 3, section 41802 as applicable to systemwide mandatory fees.

CSU Policy states that the Trustees shall make "equal" adjustments to the business professional fee. Does this mean the Trustees must adjust the professional fee by an amount equal to the increase in student fees?

Beginning in fall 2010, the Business Professional Fee per-unit rates will increase by a percentage equivalent to the percentage increase in the State University Fee adopted by the Board for the academic year.

STUDENT PAYMENT PLANS

What should be considered in developing payment plans?

The payment plan should include the total cost of all Category I fees paid by the student, as specified in Education Code Section 89700.1 (b):

(b) The trustees, in consultation with student representatives, shall impose a fee in an amount necessary to cover the costs of administering a system of installment payments and may deposit that fee in the General Fund or in local trust accounts as authorized by Section 89721 and established for the purpose of covering those costs. The administrative costs shall include, but not be limited to, the cost of collecting delinquent and defaulted accounts.

FINANCIAL AID

How is financial need determined?

To be considered for a CSU campus MBA fee grant, students must demonstrate financial need in accordance with the federal methodology of need analysis. Application is done via the Free Application for Federal Student Aid (FAFSA). Eligible students shall meet

the eligibility criteria that are applied to other CSU students who are considered for need-based financial assistance.

What is the priority for awarding of funds?

Students shall demonstrate an Expected Family Contribution (EFC) no greater than sixty percent (60%) of the standard academic year cost of attendance for MBA students residing off-campus.

What is the maximum grant amount?

The maximum MBA fee grant shall be the amount of the Graduate Business Professional Fees assessed of the student. Campuses may elect to make smaller awards, depending on the demographics and financial need profile of their MBA students.

Can the financial aid set-aside be used for graduate assistantships?

The Board of Trustees resolution stipulates that the funds must be used for need-based financial aid. Because graduate assistantships are usually not based on financial need, the set aside cannot be used for this purpose. The most direct way to assist students in offsetting their fees is in the form of a grant.

CMS IMPLEMENTATION

How should the Graduate Business Professional Fee be set up in PeopleSoft Student Financials?

The Category 1 Per-Unit Graduate Business Professional Fee should be charged according to program/plan level. The fee should be assessed to students enrolled in fee-authorized graduate professional business programs, for all required courses (including pre-requisites) in which the student enrolls. Campuses must make financial adjustments for students enrolled in fee-authorized programs who take classes outside of those required by the program.

What is the deadline for implementing the fee assessment?

To ensure consistency across campuses, the recommended approach should be implemented for the assessment of fees beginning spring 2010. The approach the campus used for fall 2009 should be evaluated against the guidelines of the executive order governing the graduate business professional fee.

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