

## Fee Proposal Request Form

The Student Fee Advisory Committee (SFAC) is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

Required documents for submission of proposal:

- Part 1 - Fee Proposal Request Form for appropriate fee category, signed by Requestor, Dean/Director, and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

**Fee Category:** Category V (Self Support Program Fees)

**Request To:** Adjust a current fee






**Name of Fee:** Pupil Personnel Services Credential in School Social Work (PPSC-SSW)

**Current Fee:** \$510.00 Per Unit

**Proposed Fee:** see attached Per

**Proposed Effective Date:** 08/01/2026



**Routing Order:** Please fill out the following information and submit to [awk71@humboldt.edu](mailto:awk71@humboldt.edu) for appropriate routing

- |                    |   |   |                                   |                                      |
|--------------------|---|---|-----------------------------------|--------------------------------------|
| 1. Submitted by:   | Sei Hee Hwang<br><small>Dept. Representative Name</small> | <br><small>Signature</small>   | 01/06/2026<br><small>Date</small> | x3732<br><small>Phone</small>        |
| 2. Approved by:    | Sei Hee Hwang<br><small>Dean/Director Name</small>        | <br><small>Signature</small>  | 01/06/2026<br><small>Date</small> | x3732<br><small>Phone</small>        |
| 3. Approved by:    | Shawna Young<br><small>Vice President Name</small>        | <br><small>Signature</small> | 01/06/2026<br><small>Date</small> | <br><small>Phone</small>             |
| 4. Reviewed By:    | Carla Wharton<br><small>Budget Director</small>           | <br><small>Signature</small> | 01/07/2026<br><small>Date</small> | 707-826-4036<br><small>Phone</small> |
| 5. Recommended By: | Chrissy Holliday<br><small>SFAC Chair</small>             | <br><small>Signature</small> | 01/09/2026<br><small>Date</small> | 707-826-3361<br><small>Phone</small> |

Recommended Approval    
  Recommended Approval w/ Modification    
  Recommended Denial

Comments from SFAC (if needed):

SFAC received as info; no concerns

- |                 |  |   |                                   |                                      |
|-----------------|--|---|-----------------------------------|--------------------------------------|
| 6. Approved By: | Michael Fisher<br><small>Vice President of Admin Affairs</small> | <br><small>Signature</small> | 01/09/2026<br><small>Date</small> | 707-826-3351<br><small>Phone</small> |
| 7. Approved By: | Michael Spagna<br><small>University President</small>            | <br><small>Signature</small> | 01/09/2026<br><small>Date</small> | 707-826-3311<br><small>Phone</small> |

Recommended Approval    
  Recommended Approval w/ Modification    
  Recommended Denial

Comments from the President (if needed):

8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.

see attached

2. Clearly state the expenditures that will be funded by this proposed revenue source.

see attached

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

see attached

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

see attached

5. Timeline Information:

see attached



**Fee Proposal Request Form**  
**Pupil Personnel Services Credential in School Social Work**  
**College of Extended Education**  
**November 25, 2025**

Requesting Pupil Personnel Services Credential in School Social Work (PPSC-SSW) to align with the fee structure of the Master's in Social Work - Distance Learning (MSW-DL) program. PPSC-SSW is an extension of the MSW-DL program and follows similar processes. In October 2024, Cindy Bumgarner, Dean (July 2023-Feb. 2025), requested a fee increase for the MSW-DL program but did not include PPSC-SSW. CEE is requesting that starting June 2026, PPSC-SSW fees align with the MSW-DL program (see proposal from Oct. 2024).

Timeline:

November 2025: Submit Fee Proposal Request to match MSW-DL

January 2026: Update PPSC-SW application information as it opens early January

June 2026: Implement a new fee of \$572/unit

January 2027: Update PPSC-SW application information

June 2026: Implement a new fee of \$606/unit

January 2028: Update PPSC-SW application information

June 2028: Implement a new fee of \$642/unit

January 2029: Update PPSC-SW application information

June 2029: Implement a new fee of \$680/unit

## Fee Proposal Request Form

In accordance with the provisions of the California State University (CSU) [Executive Order 1102](#), the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

- Part 1 - Fee Proposal Request Form for appropriate fee category, signed by Requestor, Dean/Director, and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

**Fee Category:** Category V (Self Support Program Fees)

**Request To:** Adjust a current fee

**Name of Fee:** Master's in Social Work: Distributed Learning

**Current Fee:** \$510 Per Unit

**Proposed Fee:** \$540 Per Unit

**Proposed Effective Date:** 01/01/2025

**Routing Order:**

1. Submitted by:	Cindy Bumgarner <small>Dept. Representative Name</small>	Cindy Bumgarner <small>Signature</small>	<small>Digitally signed by Cindy Bumgarner Date: 2024.10.10 11:35:38 -07'00'</small>	10/10/2024 <small>Date</small>			<small>Phone</small>
2. Approved by:	Cindy Bumgarner <small>Dean/Director Name</small>	Cindy Bumgarner <small>Signature</small>	<small>Digitally signed by Cindy Bumgarner Date: 2024.10.10 11:35:45 -07'00'</small>	10/10/2024 <small>Date</small>	707-826-6999		<small>Phone</small>
3. Approved by:	<small>Vice President Name</small>	<small>Signature</small>		<small>Date</small>			<small>Phone</small>
4. Reviewed By:	Sarah Long <small>Budget Director</small>	Sarah Long <small>Signature</small>	<small>Digitally signed by Sarah Long Date: 2024.10.09 14:32:14 -07'00'</small>			707-826-4036	<small>Phone</small>
5. Recommended By:	Chrissy Holliday <small>SFAC Chair</small>	<i>Chrissy Holliday</i> <small>Signature</small>	<small>Digitally signed by Chrissy Holliday Date: 2024.10.10 12:53:40 -07'00'</small>	10/10/2024 <small>Date</small>	707-826-3361		<small>Phone</small>

Recommended Approval       Recommended Approval w/ Modification       Recommended Denial

Comments from SFAC (if needed):

SFAC reviewed the request and asked some questions regarding self-support programs, but had no concerns. SFAC does not formally approve this category of fee, but does review for transparency purposes.

6. Approved By:	Sherie Cornish Gordon <small>Vice President of Admin Affairs</small>	 <small>Signature</small>		10/10/2024 <small>Date</small>	707-826-3351		<small>Phone</small>
7. Approved By:	Michael Spagna <small>Vice President of Admin Affairs</small>	<u>Michael E. Spagna</u> <small>Signature</small>	<small>Michael E. Spagna (Oct 15, 2024 13:49 PDT)</small>	10/15/2024 <small>Date</small>	707-826-3311		<small>Phone</small>

Recommended Approval       Recommended Approval w/ Modification       Recommended Denial

Comments from the President (if needed):

The Student Fee Advisory Committee (SFAC) is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.

We assumed continued strong enrollments in the program, continued salary increases for faculty and staff and 5% increase in salary/benefits and operating expenses per annum.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

The tuition for this program pays for instructor salaries, administrative overhead, student orientations, conference and recruiting travel, marketing and other supplies.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

MSW Programs have not increased since Spring 2014 in part due to the department's very successful external funding efforts and in part due to "optics." Over this time, average salary expenses have increased by more than 20% while the average benefit expense as a percentage of salary has gone up to over 70%. This self-support program must not only cover its direct and indirect expenses, but also generate enough annual funding to provide for consistent online course improvements, financial aid for students, a cushion to place in necessary reserves, and a revenue share that the campus, Social Work department and both CEEGE and CPS rely on for operating expenses. We seek to increase per credit fees for the online Masters of Social Work program by 6% per year for five years, in line with the planned stateside fee increase recently approved by the Board of Trustees to provide this full range of fiscal resources.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

Please see #3 above. Additionally, even with these requested fee increases, these per unit fees will sit well below the prices charged for master's programs at our sister campuses. At San Bernardino, for instance, the current per unit price is \$650 for their online social work masters. Chico State's online Master's in Agriculture program currently charges \$610 per unit.

5. Timeline Information:

October 2024: Advertise new fee of \$540/unit starting in January 2025

January 2025: Charge new fee

October 2025: Advertise new fee of \$572/unit starting in January 2026

January 2026: Charge new fee

October 2026: Advertise new fee of \$606/unit starting in January 2027

January 2027: Charge new fee

October 2027: Advertise new fee of \$642/unit starting in January 2028

January 2028: Charge new fee

October 2028: Advertise new fee of \$680/unit starting in January 2029

January 2029: Charge new fee

## Master's in Social Work: Distributed Learning

Current Rate **\$510** Per Unit

Proposed Rate **\$540** Per Unit

	Year 1	Year 2	Year 3
510	540	572	606
Current number of participants	Estimated number of participants that will be assessed this fee		
95	95	95	95

### Historical Data (for fee increase proposal)

### Prospective Data (2 years of fee increase; 3 years for a new fee)

2024                      2025                      2026                      2027

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.  
New Fee Proposal: Enter THREE years of prospective revenue and expenditure data

### Fee Revenue Type:

MSW DL Fee	\$1,121,659	\$1,258,028	\$1,332,806	\$1,411,982
<b>Total Revenue</b>	<b>1121659</b>	<b>1258028</b>	<b>1332806</b>	<b>1411982</b>

### Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Salaries	\$416,000	\$425,000	\$442,250	\$458,313
Benefits	\$144,000	\$151,000	\$158,550	\$180,000
Travel	\$3,000	\$5,000	\$6,000	\$7,000
Online Course Refresh	\$0	\$0	\$10,000	\$10,000
CEEGE Overhead	\$191,000	\$251,600	\$266,700	\$283,000
CPS Overhead	\$80,000	\$85,000	\$90,000	\$100,000
FinAid	\$86,000	\$90,000	\$100,000	\$35,000
MSC Op Expenses	\$28,000	\$30,000	\$30,000	\$115,000
Other services	\$153,000	\$158,000	\$163,000	\$168,000
<b>Total Expenditures:</b>	<b>\$110,100</b>	<b>\$1,195,600</b>	<b>\$1,266,500</b>	<b>\$1,356,313</b>
<b>Net (Revenue minus Expenditures)</b>	<b>\$20,659</b>	<b>\$62,428</b>	<b>\$66,306</b>	<b>\$55,669</b>

Fund                      Dept                      Program                      Class                      Project

Please note to the right the chartfield string where the existing revenue fee and actual expenditures are recorded for this program

TL201	D20091
TL201	D20091

<b>Finacial Data Sheet Supporting Fee Request - Part 3 - PPSC - SSW</b>					
	AY 24-25	Year 1 (26/27)	Year 2 (27/28)	Year 3 (28/29)	Year 4 (29/30)
# of students	36	36	36	36	36
Current Fee	\$510	\$572	\$606	\$642	\$680
<b>Revenue Type</b>					
Student Fees	\$110,160	\$123,552	\$130,896	\$138,672	\$146,880
<b>Expenses:</b>					
Salaries	\$36,950	\$39,167	\$41,517	\$44,008	\$46,649
Benefits	\$8,486	\$8,995	\$9,535	\$10,107	\$10,713
Total Expenditures	\$45,436	\$48,162	\$51,052	\$54,115	\$57,362
Net (Revenue minus Expenditures)	\$64,724	\$75,390	\$79,844	\$84,557	\$89,518