

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: Special Sessions & Contract Credit

Current Fee: see attached Per

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 for appropriate routing

1. Submitted by:	Sei Hee Hwang Dept. Representative Name	<i>Sei Hee Hwang</i> Signature	01/06/2026	x3732
2. Approved by:	Sei Hee Hwang Dean/Director Name	<i>Sei Hee Hwang</i> Signature	01/06/2026	x3732
3. Approved by:	Shawna Young Vice President Name	<i>Shawna Young</i> Signature	01/06/2026	
4. Reviewed By:	Carla Wharton Budget Director	<i>Carla Lohr</i> <small>Carla Lohr (Jan 7, 2026 06:46:10 PST)</small>	01/07/2026	707-826-4036
5. Recommended By:	Chrissy Holliday SFAC Chair	<i>Chrissy Holliday</i> Signature	01/09/2026	707-826-3361

Recommended Approval Recommended Approval w/ Modification Recommended Denial

Comments from SFAC (if needed):

SFAC doesn't vote on Cat 5 but had no concerns

6. Approved By:	Michael Fisher Vice President of Admin Affairs	<i>MF</i> <small>Michael Fisher (Jan 9, 2026 09:14:08 PST)</small>	Signature	01/09/2026	707-826-3351
7. Approved By:	Michael Spagna University President	<i>MS</i>	Signature	01/09/2026	707-826-3311
	<input checked="" type="checkbox"/> Recommended Approval <input type="checkbox"/> Recommended Approval w/ Modification <input type="checkbox"/> Recommended Denial				

Comments from the President (if needed):

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

For questions regarding fee proposals, contact
Andrew Kime, 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

Special Sessions & Contract Credit

Current Rate see attached Per

Proposed Rate see attached

Current number of participants

Estimated number of participants that will be assessed this fee

Historical Data (for fee increase proposal)

Prospective Data

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

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:

Total Revenue	\$ 0.00

\$ 0.00	\$ 0.00	\$ 0.00

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

Total Expenditures:	\$ 0.00
Net (Revenue minus Expenditures)	\$ 0.00

Dept Program Class Project
D20091

Please note to the right the chartfield string **TL001** where the existing revenue fee and actual expenditures are recorded for this program

Fee Proposal Request Form
Special Sessions and Contract Credit
College of Extended Education
November 25, 2025

Explanation of Category V Self-Support Administrative Fees

Category V fees are any fees charged by self-support operations on campus, including parking, housing, or extended education. All fees for Extended Education Courses, Special Session Program, and other extension programs refer to Object Code 5021Ox and 50220X. Fees include parking, housing, materials, service fees, user fees, fines, and deposits.

Executive Order 1034 delegates to campus presidents the authority to establish, oversee, and adjust Category V fees. Category V fees are defined as "Fees paid to self-support programs such as Extended Education, Parking and Housing, including materials and service fees, user fees, finds, and deposits."

Category V Fee Increase Requests:

1. Special Session Undergraduate and Graduate
2. Contract Credit

1. The College of Extended Education (CEE) is requesting approval to increase two existing fees, which have been raised only once since 2012 (fall 2024). Even with basic inflation, a 12-year gap in fee increases has been unsustainable for a self-support unit. As a self-support unit, CEE receives no subsidies from state appropriations and all instructional, administrative, and operational costs must be covered entirely by student fees. With rising costs, fee increases are vital to CEE's fiscal stability. Instructors teaching Special Sessions programs are paid under CSU's Special Programs Salary Schedule, and from 2022 to 2024, instructional costs under this schedule increased by 11%, along with increases in staffing and administrative costs (see Salary Schedule Class Code 2322). Additionally, CEE currently sits at the lower end of self-support fees among other CSU self-support units for the requested fee categories (see CSU PaCE Fees Comparison 10/21/25):

- Special Sessions Undergraduate and Graduate - Rank 10/11
- Contract Credit - Rank 7/9

2. Instructional and non-instructional services, staff, student staff, administrators, marketing, recruitment, travel, professional development, supplies and materials, technology, memberships, instructional materials, textbooks, graduation, events, hospitality, equipment, external space rental for meetings, and university cost allocation.

3 & 4

Special Sessions Undergraduate and Graduate:

Special session courses are offered throughout the year and allow CEE to *offer* certificate programs, field study programs, faculty-led study abroad, internships, graduate continuous

enrollment, independent study and/or thesis, early start programs, and tribal education. Primary expenses for Special Session programs include instructor salaries, as well as administrative costs for facility rentals, equipment and supply rentals and purchases, technologies, recruitment, promotions, and resources as needed. As mentioned in #1, Special Sessions instructions are paid on the CSU's Special Program Salary Schedule implemented by the Chancellor's Office. From 2022 to 2024, instructional costs under this schedule increased by 11%, along with increases in staffing and administrative costs. This salary schedule increases annually, and no fee increases over the 10+ years prior to 2024 have hindered the college's fiscal sustainability. Additionally, compared to other self-support units in the CSU, CEE ranks 10th out of 11 schools in Special Sessions fees, while the instructional costs remain the same for all campuses (see CSU PaCE Fees Comparison 10/21/25).

Special Session	Current Fee Per Unit	Proposed Fee Per Unit
Undergrate	\$300	\$300 - \$420
Graduate	\$400	\$400 - \$560

Requesting an increase to provide a range for Special Sessions per-unit fees. Each Special Session program is different. Some require more administrative processes, promotional efforts, and additional operational costs, while others may not. Providing a range of fees will help CEE determine which programs require higher fees to cover additional costs and be fiscally sustainable. Additionally, this will allow CEE to align with other Special Sessions per unit fee costs with other self-support units in the CSU.

Contract Credit:

Academic credits are defined by two primary categories: Extension and Special Session. Extension credit is for professional development or elective credits, such as Contract Credit. Extension credits involve partnering with colleges, faculty, school districts, tribal organisations, industry partners, and other organisations to address workforce development, professional development, and community needs. Extension credit is primarily offered on a contract basis. That is, other providers submit their curriculum for review and approval, and CEE provides registration services, enrollment recordkeeping, and tracking. The providers pay all program costs, and students are charged an administrative fee to cover Extended Education's costs for registration, student services, and grading. The fee increase is needed to offset staffing and college administrative costs. Currently, CEE's Contract Credit fee sits 7th out of 9 self-support units in CSU that offer similar programs (see CSU PaCE Fees Comparison 10/21/25).

Extension Program	Current Fee Per Unit	Proposed
Contract Credit	\$85	\$100

Requesting to increase the Contract Credit fee to offset staffing and college administrative fees. Recently, staffing costs for CEE have increased by approximately 8% due to the new Step Salary increase for CSUE employees, and HEPI indicates that costs will increase by 3.5-4% in 2025.

In addition to the above reasons for the necessary fee increase, the following are additional reasons:

No State General Fund Support: As mentioned in (1), as a Category V self-support unit, all instructional, administrative, and operational costs must be covered entirely by student fees, with no subsidy from state appropriations. With significant increases in operating costs over the past two years, student fee increases are vital to the sustainability of CEE and this program.

Moderate Cost Increases: Operating costs such as technology licensing, instructional materials, and administrative overhead are assumed to increase annually. In 2024, HEPI indicates that operating costs increased by 3.4%, and for 2025, institutions should plan for roughly 3.5-4% cost inflation in general operating costs. Institutions with cost categories such as self-support should build in a contingency buffer, as individual component behaviour can deviate from the overall index.

Technology and Infrastructure Needs: As a self-support unit, all recruiting and enrollment management efforts are housed at CEE. In alignment with campus efforts, software such as Slate will be implemented in the near future to support enrollment and recruiting.

Cost-Share with Campus Partners: Increased revenue from this fee increase will allow CEE to share more funds with partner academic departments and colleges, helping to generate revenue during a time of budget constraints.

Student Support Services Maintained at Current Quality: The program will continue providing academic advising, technical assistance, student support needs, and career guidance at current service levels, requiring consistent funding support.

5.

November 2025: Submit Fee Proposal Request

January 2026: Update Special Session and Contract Credit promotional information and inform existing partners of the upcoming fee increase.

August 2026: Implement new fee

Note: For Special Sessions and Contract Credit programs, it is difficult to provide a detailed budget, as we offer these courses on an individual program or student basis.

CSU PaCE Fee Comparison (10/21/25)

Campus	Undergrad Degree Programs	Special Sessions	Contract Credit	Open U - Undergrad
<u>Humboldt</u>	\$360/unit (Rank: 20/20)	\$300 & \$400/unit (Rank: 10/11)	\$85/unit (Rank: 7/9)	\$312/unit (Rank: 18/21)
<u>Bakersfield</u>	\$370/unit	\$473/unit	-	\$360/unit
<u>Channel Islands</u>	\$450-\$550/unit	\$305-\$1000/unit	-	\$305/unit
<u>Chico</u>	\$450/unit	\$427/unit	\$85/unit	\$402-\$427/unit
<u>Dominguez Hills</u>	\$475-\$500/unit	\$285-\$433/unit	-	\$327/unit
<u>East Bay</u>	\$433/unit	\$137.50/unit	\$137.50 / unit	\$392/unit
<u>Fresno</u>	\$400/unit	\$305/unit	\$100/unit	\$310/unit
<u>Fullteron</u>	\$475-\$500/unit	\$675/unit	-	\$366/unit
<u>LA</u>	\$425/unit	\$300/unit	-	\$320/unit
<u>Long Beach</u>	\$425-\$600/unit	-	-	\$351/unit
<u>Maritime</u>	-	-	-	-
<u>Monterey Bay</u>	\$550/unit	-	-	\$300/unit
<u>Northridge</u>	\$754-\$1086/unit	\$814-\$926/unit	-	\$370/unit
<u>Pomona</u>	-	-	-	\$340/unit
<u>Sacramento</u>	\$489/unit	\$320-\$425/unit		\$320/unit
<u>San Bernadino</u>	\$420 -\$475/unit	varies by course	\$450/unit	\$340/unit
<u>San Diego</u>	\$498 - \$629/unit	-		\$336/unit
<u>San Francisco</u>	\$415 - \$495/unit	varies by course	-	\$449/unit

<u>San Jose</u>	\$500/unit	-	\$90/unit	\$303-\$406/unit
<u>San Marcos</u>	\$360 - \$710/unit	varies by course	-	\$350/unit
<u>SLO</u>	Tuition of \$30,240 - \$35,14/year	varies by course	\$165.00/unit	\$318/unit
<u>Sonoma</u>	-	varies by course	\$80/unit	\$385/unit
<u>Stanislaus</u>	\$395/unit	varies by course	\$50/unit	\$435/unit

**"INSTRUCTIONAL FACULTY, SPECIAL PROGRAMS"
CLASS CODE 2322****Effective July 1, 2024****Semester Unit Rate**

Students Enrolled		Assistant	Instructor	Assistant Professor	Associate Professor	Professor
1		0	165	165	165	165
2		0	330	330	330	330
3		0	494	494	494	494
4		0	659	659	659	659
5		0	824	824	824	824
6		0	989	989	989	989
7		0	1154	1154	1154	1154
8		0	1318	1318	1318	1318
9		0	1483	1483	1483	1483
10		0	1648	1648	1648	1648
11		0	1813	1813	1813	1813
12		0	1978	1978	1978	1978
13		0	2143	2143	2143	2143
14		0	2279	2307	2307	2307
15		0	2279	2472	2472	2472
16		0	2279	2497	2637	2637
17		0	2279	2497	2802	2802
18		0	2279	2497	2967	2967
19		0	2279	2497	3131	3131
20		0	2279	2497	3146	3296
21		0	2279	2497	3146	3461
22		0	2279	2497	3146	3626
23		0	2279	2497	3146	3791
24		0	2279	2497	3146	3955
25 or more		0	2279	2497	3146	3977

MAXIMUM RATE. The maximum rate is the usual salary to be paid to a faculty member when course enrollment reaches the established campus level. When enrollment falls short of this level, a faculty member is paid in accordance with the schedules for low enrollment courses.