

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: Establish a new fee





Name of Fee: Macedonia Field School Program Fee

Current Fee: Per

Proposed Fee: \$ 2,400.00 Per Year

Proposed Effective Date: 04/03/2026


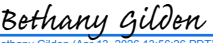
Routing Order: Please fill out the following information and submit to awk71@humboldt.edu for appropriate routing

- | | | | | |
|--------------------|--|---|--------------------|-----------------------|
| 1. Submitted by: | Marissa Ramsier
Dept. Representative Name | 
Marissa Ramsier (Mar 24, 2026 08:55:20 PDT)
Signature | 03/24/2026
Date | 707-826-4948
Phone |
| 2. Approved by: | Jeff Crane
Dean/Director Name | 
Signature | 03/24/2026
Date | 707-826-4491
Phone |
| 3. Approved by: | Shawna Young
Vice President Name | 
Signature | 03/31/2026
Date | 707-826-3780
Phone |
| 4. Reviewed By: | Carla Wharton
Budget Director | 
Carla Lohr (Apr 7, 2026 11:10:38 PDT)
Signature | 04/07/2026
Date | 707-826-4036
Phone |
| 5. Recommended By: | Chrissy Holliday
SFAC Chair | 
Chrissy Holliday (Apr 7, 2026 15:37:27 PDT)
Signature | 04/07/2026
Date | 707-826-3361
Phone |

Recommended Approval Recommended Approval w/ Modification Recommended Denial

Comments from SFAC (if needed):

Formal SFAC approval not needed; discussed variations in program costs

- | | | | | |
|-----------------|---|--|--------------------|-----------------------|
| 6. Approved By: | Michael Fisher
Vice President of Admin Affairs | 
Michael Fisher (Apr 7, 2026 15:40:06 PDT)
Signature | 04/07/2026
Date | 707-826-3351
Phone |
| 7. Approved By: | Richard Carvajal
University President | 
Bethany Gilden (Apr 13, 2026 13:56:26 PDT)
Signature | 04/13/2026
Date | 707-826-3311
Phone |

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.

The fees are for the Macedonia Archaeology Field Program, which is a summer Faculty Led Study Abroad Program (FSLAP). Fees are as low as possible to support students.

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

Insurance (\$80), CEE Admin Fee (\$50), Field program fees (\$2270). Field program fees include student lodging, in-country travel, meals, permits, supplies, equipment, and misc.

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

Necessary to cover program expenses.

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

The program faculty have expended considerable effort to keep fees as low as possible for students. The program is 25 days for students, which means about \$90 per day for lodging, food, logistics, and supporting the project equipment, permits, local help, etc. that is required. Any less would not let the program operate.

5. Timeline Information:

We were not previously aware that the fee approval process was required because the fees are under \$4000. These fees are very low for a program of its kind. We are requesting expedited review, as ideally students would already be making deposits. If any way possible, please review and approve prior to April 2, as deposits are due by April 3. Thank you - I do not make the expedited request lightly.

