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San Francisco State University
INSTRUCTIONAL MATERIALS CHARGES DESCRIPTION AND APPROVAL FORM

New ☐
Revision ☐
Deletion ☐

Course Prefix and Number _____ Course Title _____

Course Fee Account #_____ College _____

Current Fee for this Course $_____ Date of Last Increase_____ Requested Fee $ _____ Approved Fee $_____

The determination to establish a materials charge must consider the fact that funds are allocated for instructional supplies in the General Fund budget and are intended to cover the basic requirements in a course. For example, if a film is necessary for a course, instructional supplies and services funds should be made available for its rental.

Instructional materials that are charged to the student must have a personal benefit in addition to academic value. Personal benefit means that the student receives a finished, tangible product of some intrinsic value (a value external to the course itself). ***The student may be charged only for the actual or pro rata cost of the materials involved. The student must have the option of obtaining the materials necessary from any source (i.e., the SFSU Bookstore) as long as the materials meet the instructional requirements.***

1. Describe the materials, services, and support provided to this course through allocated departmental/college funds. (See paragraph #1, above.)

2. Describe (in detail) the additional materials that will be provided to each student with funds generated by charging this fee.

   a) Why are these materials necessary?

   b) What finished, tangible product will the student receive as a result of this charge?

3. How was the amount of the charge calculated? (Be specific.)

4. Do students have the option of obtaining these materials from another source? (See paragraph #2, above) If not, why not?

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Reviewed By:

Approved _____
Department Chair **Date**

Approved _____
College Dean **Date**
Date

Approved _____
Provost/VP for Academic Affairs **Date**

Approved _____
VP for Administration and Finance

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San Francisco State University
FIELD TRIP CHARGES
DESCRIPTION AND APPROVAL FORM

New ☐
Revision ☐
Deletion ☐

Course Prefix and Number _____ _____

Course Title _____ _____

College_____ _____

Amount of Student Charge: Requested $ _____ Approved $ _____ _____

Students may be charged for certain costs involved with the conduct of field trips. The following are the only costs associated with field trips that may be required of students:

A. Expenses incidental to the field trip such as meals, lodging, and other personal expenses;
B. Entrance fees to shows, exhibits, etc.; and
C. Actual or pro rata cost of the use of a vehicle.

Students must have the option of making alternate arrangements as long as they meet the instructional requirements of the course.

1. What is the nature of the field trip and why is it necessary for the conduct of this course?

2. What costs will this charge cover?

3. How was the amount of the charge calculated? Be specific.

4. Do students have the option of making alternate arrangements? (See paragraph #2, above) If not, why not?

If more space is needed, please attach additional sheets.

Continued on reverse….

Reviewed By:

Approved _____
Department Chair **Date**

Approved _____
College Dean **Date**
Date

Approved _____
Provost/VP for Academic Affairs **Date**

Approved _____
VP for Administration and Finance

Revised 10/02

Please Type and
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San Francisco State University
FACILITIES AND/OR EQUIPMENT CHARGES DESCRIPTION AND APPROVAL FORM

New ☐
Revision ☐
Deletion ☐

Course Prefix and Number _____ _____

Course Title _____ _____

College_____ _____

Amount of Student Charge: Requested $ _____ Approved $ _____ _____

Charges for the use of non-state supported or off-campus facilities and equipment are designed to apply particularly to courses in Kinesiology and Recreation. However, they may apply in other instances, particularly in connection with field trips. The charges must be associated with courses taught by campus faculty members at non-state supported or off-campus facilities and/or using rented equipment. *The charges must not exceed the actual or pro rata cost of the students' use of the facility or equipment*. (Actual cost is defined as the fee charged to the campus.) No portion of the charges may be associated with costs of providing qualified instructors.

Students must have the option of making alternate arrangements as long as they meet the instructional requirements of the course.

1. Why is this charge necessary? If applicable, why is the course not being taught on campus or why has the equipment necessary to the conduct of this course not been purchased?

2. How was the amount of the charge calculated? Be specific.

3. Do students have the option of making alternate arrangements? (See paragraph #2, above) If not, why not?

Continued on reverse….

Reviewed By:

Approved _____
Department Chair **Date**

Approved _____
College Dean **Date**
Date

Approved _____
Provost/VP for Academic Affairs **Date**

Approved _____
VP for Administration and Finance