

May 31, 2013

Interim Dean Yunzeng Wang
School of Business Administration

Dear Yunzeng,

In response to your request, and pursuant to the authority delegated to me by the President of the University, I am formally approving your request to increase the Course Material Fees (CMF) for the following course beginning with the Fall Quarter Fiscal Year 2013 - 14:

900 University Avenue
Riverside, CA 92521
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DEPARTMENT	COURSE #	COURSE TITLE	OLD FEE AMOUNT	NEW FEE AMOUNT	% INCREASE
MBA Program					
	MGT 404	Com, Leadership, Teams, and Ethics	\$145	\$150	3%

The approved fees must be charged consistently to all students enrolled in the applicable course, including all concurrently enrolled (University Extension) students. Under no circumstances are CMF waivers to be granted.

Revenue collected may only be used to fund expenditures that were included in the development of the specific CMF. In addition, the collection of CMF must be handled through the Campus Cashier in accordance with existing procedures and guidelines governing Student Fees, including the refund policy.

By copy of this letter, I am requesting Vice Chancellor James Sandoval to ensure that this fee is reflected in the Course Catalog and Schedule of Classes, and that they are included in the student budget used in determining financial aid awards.

While you as Dean may approve any CMF adjustments related to price increases, I would recommend that you consult with Resource Planning and Budget before implementing any such increase. Please note that any other change to CMF levels or the addition or deletion of a course requires my approval.