




# Cleveland State University

Office of the Provost and Senior Vice President

## MEMORANDUM

**TO:** College Deans and Fiscal Officers

**FROM:** Nancy L. Leahy, Manager, Fiscal Operations 

**DATE:** June 28, 2012

**SUBJECT:** Policy on Miscellaneous and Lab Fees (College Carryover) **Effective FY2013**

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The Controller's Office shall calculate the amount of carryover for all University units including those in the academic sector. College carryover shall be distributed to the Dean's Office.

Distribution of carryover funds back to departments within the College shall be at the discretion of the College Dean except in the case of Miscellaneous and Lab Fees.

**Miscellaneous and Lab fees paid by students in specific courses** shall be returned to the appropriate departments.

At the beginning of each fiscal year, the College Dean and Fiscal Officer shall review departmental Miscellaneous and Lab fees and determine whether fees are sufficient to cover course requirements. Adjustments shall be made as needed to ensure that funds in excess of course needs are not charged to students.