



SAN DIEGO STATE UNIVERSITY

**Subject: GENERAL GUIDELINES FOR STUDENTS
STUDENT SUCCESS FEE – ACADEMIC RELATED PROGRAMS
(SSF-ARP)**

Date: August 2016

I. Student Success Fee – Academic Related Programs (SSF-ARP)

In Spring 2014, a new mandatory Student Success Fee (SSF) was approved to be effective Fall 2014. A portion of this fee (10%) is dedicated to support enhancing student success at the college level through expanded academic related programs. Academic Related Programs (ARP) are defined as those activities and programs which are an extension of the formal learning experience in a course or academic program. They provide an opportunity for students to become engaged and involved in their education outside of their academic courses. Academic related programs are at least partially supported by a faculty, staff, organization adviser or campus administrator and are integrally related to the formal instructional offerings of the campus. Examples include but are not limited to student colloquiums, lecture series, seminars, student projects, student conferences, student competitions, student forums, student exhibitions, student productions, and student performances and participation at professional conferences.

II. Submitting a SSF-ARP proposal

- a. Review the requirements and deadlines for submitting a SSF-ARP proposal available on studentsuccessfee.sdsu.edu
 - i. The application for funding covers a specific timeframe. Project/travel must be completed and funds fully expended within this timeframe so please keep this in mind when submitting your proposal.
- b. Garner university support for the SSF-ARP proposal
 - i. Students are encouraged to have a faculty/staff advisor for the project/travel. The advisor should be willing to:
 1. Provide feedback and assist with the application submission
 2. Engage with students throughout the project/travel
 3. In coordination with the college/division SSF-ARP contact, assist students with university policies and procedures for project/travel expenditures
 - a. Policy and procedures are available on studentsuccessfee.sdsu.edu
 - ii. Proposals must be at least partially sponsored by an academic discipline or department and be integrally related to the formal instructional offerings of the campus.
- c. Student responsibilities associated with a SSF-ARP proposal
 - i. Students must adhere to submission deadlines and procedures to ensure consideration of their proposal.
 - ii. The student submitting the proposal has primary responsibility for the project/travel and is responsible to:
 1. Provide upfront and ongoing communication with the college/division SSF-ARP contact to facilitate proposal submission and (if approved) project/travel expenditures.
 - a. Contact information is available on studentsuccessfee.sdsu.edu
 2. Report project/travel outcomes (if approved) upon completion of project.
 - a. Requirements/forms are available on studentsuccessfee.sdsu.edu
 - iii. Students must complete approved project/travel and fully expend funds within the SSF-ARP approved timeframe.

- d. Student resources are available on studentsuccessfee.sdsu.edu and include the following:
 - i. SSF-ARP proposal requirements and deadlines for submission
 - ii. College/division SSF-ARP contact information
 - iii. Budget templates (for various types of projects)
 - iv. Project/travel Checklists (for various types of projects)
 - v. Sample proposals
- e. General considerations for your proposal and project/travel budget
 - i. Guest Lecturer
 - 1. CANNOT be an SDSU student or employee (student/faculty/staff)
 - 2. Cost may vary based on speaker fee and travel arrangements
 - a. Consult with the college/division SSF-ARP contact
 - b. Contact information is available on studentsuccessfee.sdsu.edu
 - ii. Student Travel
 - 1. The approved SSF-ARP maximum daily travel reimbursement allowance is \$60 for lodging and \$20 for meals. Itemized receipts must be provided and reimbursement will be based on actual costs up to the daily travel allowance.
 - 2. There is no food/lodging reimbursement for travel less than 24 hours.
 - 3. Travel expenses must be reasonable. You must use the most economical form of transportation.
 - 4. SSF ARP assumes no responsibility for individuals operating private vehicles. The State of California form “Authorization to Use Privately Owned Vehicles on State Business (Std. 261)” must be signed by each driver before transporting passengers in a privately owned vehicle on an SSF ARP activity. To be reimbursed for any driving related activity (mileage, rental vehicle, etc.) you must complete defensive driver online training. The Std. 261 form and online defensive driving course as well as other information related to driving on university business can be found on the University’s Public Safety [website](#).
 - 5. Consult with the college/division SSF-ARP contact to minimize out-of-pocket expenses.
 - 6. SSF-ARP funds may pay transportation expenses for one faculty/staff advisor per trip. Other travel costs for the faculty/staff advisor must be paid from an alternate funding source.
 - iii. Facilities Rental
 - 1. Many university facilities are available for SSF-ARP use at no or minimal cost.
 - 2. Consult with Student Life and Leadership at (619) 594-5221 for facility options and costs.
 - iv. Parking
 - 1. Consider parking options and costs for the project or your guests for special events/programs.
 - 2. Guest permits may be purchased by the college/division SSF-ARP contact.
 - a. Contact information is available on studentsuccessfee.sdsu.edu
 - v. Supplies/Equipment
 - 1. Equipment is defined as non-consumable. Purchase of equipment may be considered in exceptional cases and must be included in the approved budget. Equipment will be tagged as university property.
 - 2. All non-consumable items purchased are considered university property and must be returned to the college when the project is completed.
 - 3. SSF-ARP funds will NOT support purchase of equipment that is more appropriately supported via an alternate funding source (i.e. computer lab, research lab, etc.)
 - 4. University purchase orders are the preferred method for purchasing supplies and equipment and must be coordinated by the college/division SSF-ARP contact.
 - a. Contact information is available on studentsuccessfee.sdsu.edu
 - 5. If purchases are made by students, itemized receipts are required for reimbursement for supplies.

- vi. Marketing
 - 1. Marketing for special events/programs must note that event/program is supported by SSF-ARF funds.
- vii. SSF-ARF funding **RESTRICTIONS**
 - 1. Consistent with the intent of the SSF-ARF funds and in adherence to university policy and procedures for use of SSF-ARF funds, the following expenditures are **NOT ALLOWED**:
 - a. TUTORING (communicate tutoring need to college/division for consideration of alternate funding source)
 - b. FOOD
 - c. GIVEAWAYS/INCENTIVES (t-shirts, tote bags, gift cards, etc.)
 - d. SCHOLARSHIPS
 - e. INDIVIDUAL RESEARCH
 - f. PAYMENT TO ANY SDSU STUDENT, FACULTY, OR STAFF MEMBER(unless for student travel/expense reimbursement)
 - 2. Consult with the college/divisional SSF-ARF contact if you have questions about these items as it relates to your proposal.

III. Approved SSF-ARF proposal

- a. Students will be notified that their proposal was approved based on the timeline provided on studentsuccessfee.sdsu.edu. The approval notification will include the amount approved for the proposal and note any adjustments/exclusions that were made during the review and approval process. Please note that you may receive less than the amount you requested if you have included expenses in your proposal budget that are not allowed.
 - i. A list of all approved proposals will also be posted on studentsuccessfee.sdsu.edu.
 - ii. Student must complete a Final Report by due date posted on studentsuccessfee.sdsu.edu.
- b. SSF-ARF funds are administered by the university and must adhere to established university policies and procedures for expenditure of SSF-ARF funds.
 - i. Students must meet with the college/division SSF-ARF contact to review the approved proposal and to discuss expectations and university processes for expending SSF-ARF funds.
 - 1. Contact information is available on studentsuccessfee.sdsu.edu.
 - 2. College/division SSF-ARF contacts can assist in minimizing the out-of-pocket expenses for students.
 - 3. All contracts using SSF-ARF funds must follow university procedures. Students must NOT sign contracts committing university funds.
 - 4. Students will NOT receive a check for the approved amount. Funds are NOT administered by Associated Students. **Students MUST coordinate project/travel expenditures with the college/division SSF-ARF contact.**
- c. The approved SSF-ARF budget is flexible within the following guidelines:
 - i. Funds must be expended to support the intended purpose of the approved proposal.
 - ii. The approved proposal budget cannot be overspent. SSF-ARF funds are NOT available beyond the approved amount. An alternate funding source must be identified if additional funds are needed for the project/travel.
 - iii. Funds must be expended within the established timeframe.
 - iv. Funds may be reallocated within the planned expenditure categories or to cover unanticipated project/travel costs.
 - v. Funds must be expended consistent with established university policies and procedures.
- d. Checklists are available on studentsuccessfee.sdsu.edu to assist you in completing your project/travel. Please contact the college/division SSF-ARF contact for assistance and keep them informed of your progress in completing your project/travel.
- e. Once the project/travel is complete, student must report project outcomes.
 - i. Requirements/forms are available on studentsuccessfee.sdsu.edu.