

UCR Policies and Procedures

Policy Title: Campus Procedures for Establishing, Increasing, Reducing or Eliminating Campus-Based Student Fees

Policy Number: 300-XX

Responsible Officer:	Vice Chancellor, Student Affairs Vice Chancellor, Planning, Budget & Administration
Responsible Office:	Student Affairs
Origination Date:	0X/XX/2022
Date of Revision:	0X/XX/2022
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I. Policy Summary and Scope

University of California student fees are governed by a number of Regental, Office of the President and campus policies. These implementing procedures are intended to amplify, clarify and augment the policies pertaining to Compulsory Campus-Based Student Fee or Voluntary Campus-Based Student Fees. These policies include the Policy on Compulsory Campus-Based Student Fees (Section 80.00) and Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations (Section 90.00) of the University of California Policies Applying to Campus Activities, Organizations and Students (PACAOS). The complete policies can be found at the website for the University of California Office of the President (<https://policy.ucop.edu/doc/2710528/PACAOS-80> and <https://policy.ucop.edu/doc/2710529/PACAOS-90>).

These procedures apply to campus departments, student groups and student government wishing to run a fee Referendum.

UCR Compulsory Campus-Based Student Fees may arise from three sources: 1) imposed by the Chancellor under the exception clause for compulsory campus-based fees; 2) initiated by a campus unit through campus executive management approval; or 3) by students or student organizations through the Associated Students of UCR (ASUCR) and its election practices. Campus units seeking to initiate or increase a Compulsory Campus-Based Fee must follow these procedures.

II. Definitions

In addition to definitions set forth in Section 14.00 of PACAOS, the following definition apply for the purposes of these implementing procedures:

Compulsory Campus-Based Student Fee: A fee levied at an individual campus that must be paid by all registered students to whom the fee applies as a condition of enrollment at the campus. A compulsory fee may pertain to undergraduate students, graduate students, or both.

Elections Director: The Elections Director conducts, monitors, and verifies the election.

President (or UC President): The President of the ten-campus University of California system

Referendum: The principle or practice of referring measures proposed by a sponsoring unit to the students for approval or rejection

Return-to-Aid: A 25% portion of the campus-based fee assessed to students that is retained by the campus for allocation as student aid to students demonstrating financial need

Voluntary Campus-Based Student Fee: A fee that a student opts to pay through a positive check-off mechanism as part of the registration process at a campus.

III. Policy Text

A. Authority

University of California student fees are governed by a number of Regental, Office of the President and campus policies. These implementing procedures are intended to amplify, clarify and augment the policies pertaining to Compulsory or Voluntary Campus-Based Fees. The procedures herein do not apply to:

- Tuition, the Student Services Fee, Nonresident Supplemental Tuition, Professional Degree Supplemental Tuition, and other student fees approved by the Regents;
- Non-referendum-based campus health insurance fees assessed to meet a non-academic condition of enrollment;
- Self-supporting Graduate Professional Program Fee and other student fees approved by the President; or
- Course Materials and Services Fees, miscellaneous fees, and other student fees approved by the Chancellor or the UCOP Provost as delegated by the President.

Unless explicitly stated otherwise in these procedures, all Compulsory Campus-Based Student Fees must be approved through a student Referendum process. All student Referendum results are advisory to the Chancellor and, conditional on the Chancellor's recommendation, are subject to final approval by the UC President under the authority delegated to the UC President by The Regents.

B. University of California Policies Applying to Campus Activities, Organizations, and Students

Sections 80.00 – 87.00 of the PACAOS¹ contain the specific systemwide policies for Compulsory Campus-Based Student Fees.

80.00 The Regents have authority to impose fees for any University purpose. All campus-based student fees at a campus must be approved by the Chancellor of that

¹ <https://policy.ucop.edu/doc/2710528/PACAOS-80>

campus, except that no compulsory campus-based fees shall be effective until also approved either by The Regents or by the President under the President's delegated authority, as appropriate.

Compulsory Campus-Based Student Fees are defined as:

81.10 Compulsory campus-based student fees are fees levied at individual campuses that must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student buildings and other facilities such as student centers and recreation facilities; and (3) authorized student governments (as defined in Section 61.00 of the Policy on Student Governments²), Registered Campus Organizations, and student government- and Registered Campus Organization-related programs, events, and other activities.

C. Compulsory Campus-Based Fees Not Requiring Referenda

Section 83 of PACAOS allows a Compulsory Campus-Based Student Fee to be imposed, increased or renewed without a Referendum as an exception, subject to the Chancellor's and President's recommendations and subsequent approval by The Regents, under any of the following circumstances:

- The original Referendum document specifies it is permissible to do so, as established in the original ballot measure language approved by students in a student election;
- It is necessary to meet legal or contractual obligations specified in the funding covenants of a building or other facility that is funded or wholly or in significant part by students; or
- The Chancellor determines the fee is necessary for the health and safety of students and when that fee or fee increase or renewal is specifically related to the maintenance of the safety of a building or other facility that is funded, wholly or in significant part (as determined by the Chancellor with the concurrence of the Office of the President) by student fees.

In these circumstances, the Chancellor may ask for an advisory Referendum as appropriate.

Section 83.12 of PACAOS defines safety issues as those that are potentially dangerous consistent with the standards set forth in the University Policy on Seismic Safety and the University Policy on Management of Health, Safety, and the Environment, as determined by the Chancellor with the concurrence of the Office of the President, such as those that relate to fire risks, the presence of asbestos, or the existence of seismic or other structural deficits. The cost to students for funding safety or health-related maintenance must be based on the proportion of current non-academic student use of the building or other facility. Health- and safety-related fees must be retired once the fees' stated purposes are fulfilled unless upon the recommendation of the President, the Chancellor petitions The Regents for continuation of any such new fee, fee increase, or fee renewal in advance of its retirement.

² <https://policy.ucop.edu/doc/2710526/PACAOS-60>

D. Increasing, Eliminating or Reducing Compulsory Campus-Based Fees

Compulsory Campus-Based Student Fees cannot be increased without an affirming Referendum unless:

- the increase was written into the original Referendum; or
- the increase can be imposed by the Chancellor under the conditions and approval process outlined above for Compulsory Campus-Based Student Fees that do not require a Referendum.

A Compulsory Campus-Based Student Fee may be eliminated or reduced by the Chancellor when:

- a program or service supported by the fee has either not been undertaken or has been reduced or eliminated; or
- a lower fee has been demonstrated to be sufficient to sustain the initial purpose of assessing the fee (for instance, when the debt service on construction bonds is lower than anticipated at the time the fee was approved).

E. Voluntary Campus-Based Student Fees

Section 90 of PACAOS allows Chancellors to establish procedures to collect from students voluntary fees in support of student governments and Registered Campus Organizations and their related programs and activities, through a formal campus assessment process. The voluntary fees may be collected only from those students who have affirmatively elected to be assessed by means of a positive check-off mechanism, and the programs or activities supported by the fees must be in compliance with all applicable UC policies and the law.

A Voluntary Campus-Based Student Fee may be authorized through the Referendum process or a duly adopted resolution of student government only in accordance with PACAOS and the UC Guidelines for Implementing a Voluntary Student Fee Pledge System. If the Referendum process is chosen, voluntary fee sponsors must follow all the requirements with the following exceptions:

- A Return-to-Aid allocation is not required;
- Only the Chancellor's approval (not the President or The Regents) is required; and
- A disclaimer must be incorporated into the official forms for the organization to the effect that the collection of such voluntary contributions through a formal campus assessment process does not constitute UC or campus sponsorship or endorsement of the fee.

After the Chancellor has approved a voluntary fee, the Student Fee Referendum Review Committee will work with the appropriate campus administrative units and the sponsoring student government or registered campus organization on the correct process to collect the fee and ensure that students are assessed appropriately. All collection costs will be borne by the recognized campus organization.

The Chancellor may approve reduction or discontinuation of a Voluntary Campus-Based Student Fee when:

- The purpose of collecting the fee is no longer valid (that is, a program or activity supported by the fee is eliminated), or
- The benefiting recognized campus organization requests discontinuation of the fee.

Please note that this procedure does not apply to non-mandatory systemwide University fees.

V. Responsibilities

A. Financial Planning and Analysis

- Provides fee policy development and guidance

B. Chancellor

- Approves or denies fee referenda

C. Student Fee Referendum Review Committee

- Review existing Referenda to ensure funds are being spent according to Referendum procedures, adhering to Referendum language, and assuring that applicable policies are being implemented.
- Review the implementation process for any voluntary fees.
- The Vice Chancellor, Student Affairs will charge the committee, develop the bylaws, and oversee the activities of the committee.

VI. References

- [University of California Policies Applying to Campus Activities, Organizations and Students \(PACAOS\)](#)
- [ASUCR Election Procedures](#)

VII. Approval and Revision History

The policy was approved by the _____ on XXXXXX XX, 2022

VIII. Procedures

The procedures on instituting student fees via referendum will be linked at [ASUCR/VCSA Referendum Instructions](#).