



UC San Diego

Policy & Procedure Manual

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STUDENT MATTERS (GENERAL & UNDERGRADUATE)

Section: 160- ##

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COMPULSORY CAMPUS-BASED FEES AND VOLUNTARY STUDENT CONTRIBUTIONS POLICY (12-18-19 DRAFT)

1. SCOPE

This policy applies to all UC San Diego undergraduate, graduate, professional, and Extension students. It also applies to UC San Diego Authorized Student Governments and Registered Student Organizations.

2. POLICY SUMMARY

The University of California *Policies Applying to Campus Activities, Organizations, and Students* (PACAOS) are a compendium of University-wide policies relating to student life. PACAOS Section 80.00 describes the University's policy on compulsory campus-based fees. PACAOS Section 90.00 describes the University's policy on the assessment of voluntary student contributions to student governments and registered campus organizations.

The *Campus-Based Fee and Voluntary Student Contributions Policy* serves as UC San Diego's implementing procedure for PACAOS Sections 80.00 and 90.00 and the University of California *Guidelines for Implementing a Voluntary Student Fee Pledge System*. This Policy describes the process for establishing, increasing, modifying, and eliminating Compulsory Campus-Based Fees or Voluntary Student Contributions. It also describes the process for students to request pro rata refunds and how Compulsory Campus-Based-Fee funded facilities are addressed.

3. DEFINITIONS

For the purpose of this *Policy*, the definitions in PACAOS Section 14.00 and those listed in the section below apply:

- A. **Academic Year** means the Fall, Winter, Spring, and Summer quarters as set forth in the UC San Diego Academic and Administrative Calendar.
- B. **Activity Fee** means the amount collected by an Authorized Student Government to support its programs, activities, publications, programs, organizations, and events.
- C. **Authorized Student Government** means a UC San Diego student government authorized by the Chancellor per PPM 160-8 to represent student constituencies comprising either the student body as a whole or particular segments of it.

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- D. **Compulsory Campus-Based Fee** means student fees levied paid by all registered students to whom the fee applies. This definition includes Activity Fees and Facility Fees.
- E. **Facility Fee** means an amount collected by a Fee Advisory Board to manage, operate, and maintain facilities funded by a Compulsory Campus-Based Fee.
- F. **Fee Advisory Board** means the group of students, faculty, and staff charged with overseeing facilities supported by Compulsory Campus-Based Fees.
- G. **Referendum** means an election to determine whether UC San Diego students approve the establishment, increase, renewal, reduction, or elimination of Compulsory Campus-Based Fees or Voluntary Student Contributions.
- H. **Voluntary Student Contribution** means an assessment collecting voluntary contributions from UC San Diego students in support of student governments and their related programs and activities, as well as Registered Student Organizations and their related programs and activities when they serve the interests of students enrolled at UC San Diego.

4. POLICY STATEMENT

A. REFERENDUM PROPOSALS

1. Students, Authorized Student Governments, and campus administrative units may propose the establishment, increases, renewal, reduction, or elimination of Compulsory Campus-Based Fees or Voluntary Student Contributions. Proposing parties must consult with campus administrators, applicable Authorized Student Government(s), and the University of California Office of the President as described in the UC San Diego Compulsory Campus-Based Fees and Voluntary Student Contributions Procedures before any Compulsory Campus-Based Fee or Voluntary Student Contribution Referendum may occur. The recommended timeline and consultation process is set forth in the Procedures.
2. Facilities primarily used as classrooms, laboratories, or other instructional facilities; providing office space for non-student related use; or exclusively for commercial or rental use, such as bookstores and food service facilities may not be funded by a Compulsory Campus-Based Fee.
3. Prior to placing a Facility Fee on a Referendum, a student needs assessment for the facility must be conducted with student involvement. The assessment may be conducted by surveying students and consulting with the relevant Authorized Student Government(s), or by other means, as approved by the Vice Chancellor – Student Affairs.
4. The relevant Authorized Student Government must agree, by three-fifths votes of voting members in favor, or at least 12 percent of the relevant student body must petition to hold a Referendum for eligible students to vote on whether to establish, increase, renew, reduce, or eliminate a Compulsory Campus-Based Fee or Voluntary Student Contribution.
5. If a proposed establishment, increase, renewal, reduction, or elimination of a Compulsory Campus-Based Fee or Voluntary Student Contribution affects both undergraduate and graduate students, the Associated Students Senate and the Graduate Student Association

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Council, must both agree, by three-fifths votes of voting members in favor, to place the proposal on a Referendum ballot for undergraduate, graduate, and professional students to vote on.

6. Only one Referendum for a specific Compulsory Campus-Based Fee or Voluntary Student Contribution will be held in a single academic year.
7. If UC San Diego allocates funds to inform the campus community about a proposed Compulsory Campus-Based Fee or Voluntary Student Contribution, student representatives opposing the proposed fee or contribution may request equal funding from the campus prior to the beginning of the Referendum period.

B. BALLOT LANGUAGE

1. The following information must be included in the Referendum language for any proposal to establish, increase, renew, reduce, or eliminate a Compulsory Campus-Based Fee or Voluntary Student Contribution:
 - a. The purpose of the Compulsory Campus Based-Fee or Voluntary Student Contribution. This includes, but is not limited to, the services, amenities and types of activities supported by the Compulsory Campus-Based Fee or Voluntary Student Contribution; the planned location and approximate gross square footage of any facility supported by the Compulsory Campus-Based Fee; and the campus department(s) receiving and allocating funds generated by the Compulsory Campus-Based Fee or Voluntary Student Contribution.
 - b. The body overseeing the Compulsory Campus-Based Fee or Voluntary Student Contribution. For Activity Fees, the applicable Authorized Student Government overseeing the Fee must be designated. For Facility Fees, the board or office responsible for overseeing the planning, design and construction of the facility must be identified.
 - c. The total dollar amount per quarter of the Compulsory Campus-Based Fee or Voluntary Student Contribution. For Facility Fees, this is equal to the sum of the amounts described above for debt repayment and for maintenance and operation.
 - d. When the Compulsory Campus-Based Fee or Voluntary Student Contribution will begin to be collected.
 - e. For Facility Fees, the dollar amount per academic quarter for debt repayment, and the dollar amount per academic quarter for maintenance and operation. The debt-retirement period must be specified in years or months. The ballot language must describe whether the specific debt-repayment portion of the Facility Fee will be collected after the specific debt-retirement period ends.
2. The following requirements must also be included in the Referendum language for any proposal to establish, increase, renew, reduce, or eliminate a Compulsory Campus-Based Fee or Voluntary Student Contribution.
 - a. The relevant Authorized Student Government or Fee Advisory Board will make available annual financial reports or budgets for the Compulsory Campus-Based Fee or Voluntary Student Contribution for review by members of the campus community.

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- b. The Compulsory Campus-Based Fee or Voluntary Student Contribution will be included in the determination of financial aid.
- c. Modifications to an existing Compulsory Campus-Based Fee or Voluntary Student Contribution, levying additional debt against an existing Compulsory Campus-Based Fee, and/or increasing the debt-retirement period must occur through a Referendum as described in this *Policy*, unless otherwise provided in the ballot language.
- d. For Facility Fees, the undergraduate and graduate voting membership of the Fee Advisory Board will be in proportion to the respective percentage of student fees paid by undergraduate and graduate students. The Chair of Fee Advisory Board's will be a student member of the Fee Advisory Board.
- e. For Facility Fees, other funds that become available after t approval of the fee may be applied to the reduction of the Facility Fee by decision of the Fee Advisory Board.

C. REFERENDUM REQUIREMENTS

- 1. Referendums to vote on whether to establish, increase, renew, reduce, or eliminate Compulsory Campus-Based Fees and Voluntary Student Contributions will follow the processes outlined in the relevant Associated Students elections procedures in place at the time of the election, except as described in this Policy.
- 2. As required by PACAOS Section 84.12, the minimum voting pool for a Compulsory Campus-Based Fee or Voluntary Contribution Referendum is 20 percent of all students eligible to vote during the academic quarter when the election is held.
 - a. The Chancellor may, in exceptional circumstances and on a case-by-case basis, petition the President in advance of a particular Referendum for approval of a lower minimum voting pool requirement for that specific Referendum.
 - b. For any Referendum in support of a non-capital projected-related campus program, where voter eligibility is limited to graduate and/or professional students, the Chancellor may set the minimum voting pool, for that ballot measure only, at a lower level (based on historical graduate and professional student voter turnout rates for the campus), without petitioning the President in advance for approval.
 - c. If the minimum voting pool is not reached, Referendums to establish, increase, renew, or reduce, or eliminate a Compulsory Campus-Based Fee or Voluntary Student Contribution will not pass even if a majority of votes are cast in favor of approval.
- 3. As required by PACAOS Section 84.13, a majority of votes must vote in favor of the establishment, increase, renewal, reduction or elimination of the Compulsory Campus-Based Fee or Voluntary Student Contribution.
- 4. As required by PACAOS Section 84.14, each proposal to establish, increase, renew, reduce, or eliminate a Compulsory Campus-Based Fee or Voluntary Student Contribution (except as specified above) must be voted on by students as a separate Referendum in a student election, except that multiple proposed new such fees or fee modifications may be aggregated into a single Referendum where the proposed new or modified Compulsory

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Campus-Based Fee or Voluntary Student Contribution strongly and clearly support a common student life, student services, or other programmatically related goal.

5. After a Compulsory Campus-Based Fee or Voluntary Student Contribution is passed in an officially certified Referendum, the Executive Vice Chancellor – Academic Affairs, Chancellor, and University of California President must approve it before the proposed establishment, increase, renewal, reduction, or elimination is implemented.

D. FEE PAYMENT INITIATION

1. As required by PACAOS Section 84.16, payment by students of Compulsory Campus-Based Fees to support student-referendum-funded construction of new buildings or other facilities, or major renovation of existing buildings or other facilities, can be initiated only from the time that students can actually benefit from and use the new or renovated building or other facility, except as specified immediately below.
2. Notwithstanding this requirement, UC San Diego may assess students a pro rata percentage of any such Facility Fee in advance of completion of the new or renovated building or other facility for the purpose of supporting the design and planning costs, project mitigations, and financing costs associated with construction or renovation of the building or other facility, provided that both the purpose and level of this assessment are approved by students as part of the original ballot measure for the new or renovated building or facility.

E. FEE ADVISORY BOARD CHARTER

1. After a Facility Fee is approved, the relevant Authorized Student Government(s) and the Vice Chancellor – Student Affairs must approve a Fee Advisory Board charter. The charter must address and/or include the following topics:
 - a. The Fee Advisory Board is responsible for annually reviewing the operating budget, space allocation, rent assessments, custodial standards, capital improvements, maintenance and renovation, purchase of equipment, and hours of operation.
 - a. Student voting members of a Fee Advisory Board will be determined by the respective proportion of student fees paid by undergraduate and graduate students as part of total facility funding, excluding generated revenue.
 - b. If more than half of facility funding, excluding generated revenue, comes from Compulsory Campus-Based Fees, the Fee Advisory Board will be chaired by a student member. The chair's term of service is described in the board's charter.
 - c. All Fee Advisory Board subcommittees must have at least one student member, subject to majority approval by the full Fee Advisory Board. Additional student members, per the proportionality requirements above, may be appointed by the subcommittee chair without approval of the full Fee Advisory Board.
 - d. Fee Advisory Board student members may be invited to serve on search committees to select facility management personnel (e.g. facility director) in accordance with applicable University policies and procedures.
2. The Fee Advisory Board will compile a written facility report containing a complete program statement and describing the space plan for the proposed facility. This report will include:

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- a. A cost-effective financial plan for the proposed facility. Through appropriate combination of funding sources, the plan will make Facility Fee assessments as small as reasonably practicable. It will also explicitly describe any charges for facility users who will not be assessed the Facility Fee.
- b. Specific guidelines about bond repayment and the period the Facility Fee is to be assessed.
- c. Recommendations to the Vice Chancellor – Student Affairs for a facility site, architect, and facility naming procedure.
- d. The report must be made available to the campus community on the board's website during the normal academic year (not including breaks or summer sessions) or as deemed appropriate by the Vice Chancellor – Student Affairs.

F. PRO RATA REFUNDS

1. Students believing any portion of their compulsory student government fees support political, ideological, or religious organizations or activities may request a pro rata refund. Refund requests must be submitted to the Authorized Student Government collecting the fee. The relevant Authorized Student Government will provide the student a pro rata refund of the specific fees allocated to directly support the organization or separately funded activity.

G. ANNUAL REPORTS & FINANCIAL INFORMATION

1. Authorized Student Governments and Fee Advisory Boards will make financial and annual reports for currently collected Compulsory Campus-Based Fees or Voluntary Student Contributions available for public review upon request. Requests for access to these reports may be made directly to the Authorized Student Government or Fee Advisory Board.

5. RESPONSIBILITIES

Questions concerning the application and/or interpretation of this policy and these procedures may be directed to the Director, Associated Students Administration.

It is the responsibility of the Office of the Vice Chancellor – Student Affairs to facilitate campus-wide notification to students, staff and faculty about the most current version of this policy and these procedures available in the campus Policy and Procedure Manual (PPM).

Except when revisions are specifically mandated by the University of California Office of the President, and/or applicable laws or policy, Students, including student governments and the Student Fee Advisory Board, faculty, and staff should be consulted about the development and revision of this policy and these procedures, which will typically be accomplished by consulting with the UC San Diego Student Conduct Standards Group.

6. PROCEDURES

See UC San Diego *Campus-Based Fees and Voluntary Contribution Procedures*. [insert weblink for page.](#)

7. FORMS

See [UC San Diego Campus-Based Fees and Voluntary Student Contribution Procedures](#) for recommended referenda timeline and checklist. [insert weblink for page.](#)

8. RELATED INFORMATION

University of California *Policies Applying to Campus Activities, Organizations, and Students* sections:

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| 80.00 | Policy on Compulsory Campus-Based Fees |
| 90.00 | Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations |

University of California *Guidelines for Implementing a Voluntary Student Fee Pledge System*

9. FREQUENTLY ASKED QUESTIONS (FAQ'S)

Frequently Asked Questions document. [Insert web link for page.](#)

10. REVISION HISTORY

This policy was previously constituted as Section 18 of the UC San Diego *Student Conduct Regulations*. It was revised by the Fee Referenda Work Group and was reviewed by the campus community and UC Office of the President in (YEAR). It was transferred to the PPM in its current format in (DATE).