

MATTERS FOR ACTION:

CSU: Institutional Plan for Student Fees and Charges

RECOMMENDED ACTION:

MOVED, that the Board of Governors approve the Institutional Plan for Student Fees and Charges

EXPLANATION:

Presented by Tony Frank, Provost and Senior Executive Vice President

The purpose of this plan is to provide information outlined in CCHE Policy VI-C-3.07. Colorado State University's related policies and procedures were developed to be compliant with Colorado Commission of Higher Education (CCHE) policies as well as Colorado Statutes.

This document is organized around the eight requirements of CCHE 3.07. The institutional plan of meeting each requirement is presented in the context of the various categories of student fees currently being charged by Colorado State University.

COLORADO STATE UNIVERSITY
Institutional Plan for Student Fees and Charges

1. Introduction and Definition

The purpose of this plan is to provide information outlined in CCHE Policy VI-C-3.07 (attachment A). Colorado State University's related policies and procedures were developed to be compliant with Colorado Commission of Higher Education (CCHE) policies as well as Colorado Statutes.

This document is organized around the eight requirements of CCHE 3.07. The institutional plan of meeting each requirement is presented in the context of the various categories of student fees currently being charged by Colorado State University.

Definition of Terms:

Fees: *Any mandatory campus-wide fee assessed against students by any institution of higher education, the revenues from which are used for academic or nonacademic purposes, including but not limited to the following:*

- a) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media.
- b) Construction, maintenance, operation, lease of areas that are used as student centers, recreational facilities, parking lots, childcare centers, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities.
- c) Establishment and operation of campus health clinics or contract health services.
- d) Support for intercollegiate or intramural club athletic activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics.
- e) Payment of direct and indirect operation expenses of student government.
- f) Providing or purchasing equipment of programmatic activities relating to computer equipment, laboratory equipment, or other technology.
- g) Providing administrative services, including registration fees.
- h) Payment for costs incurred in specific courses, including but not limited to laboratory, music, art materials, and telecourse fees.
- i) Payment of nonspecific costs related to the instructional program or college.
- j) Payment for additional insurance costs necessary due to the nature of a particular course.

*Fees exclude items defined as a Charge For Service.
CCHE VI-C-7.00*

Administrative Fees:

Mandatory campus-wide fees categorized as administrative fees by the institutional plan for student fees.

CCHE VI-C-7.00

Mandatory campus-wide fees assessed for administrative costs. CSU Policy.

Course Specific Fee: *Those mandatory fees that a student must pay to enroll in specific courses (e.g. lab fees, music fees, art fees, materials fees, and telecourse fees).*

Nonpermanent Student Purpose Fees: *Mandatory campus-wide fees categorized as nonpermanent by this institutional plan for student fees and do not meet the definition of permanent student purpose fees.*

Permanent Student Purposes: *Means student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contract health services, student government, and similar facilities and services, and includes any general fee, the revenue from which is to be appropriated by student government for a specific purpose.*

CCHE VI-C-7.00

User Fees: *Means a fee paid by a student to exercise a privilege or receive a service provided by an auxiliary facility. Excludes:*

- a) *Any general fee charged to all students*
- b) *Any fee paid for continuing education facilities or activities, or*
- c) *Any fee paid to purchase a ticket to an athletic event occurring at the institution.*

CCHE VI-V-7.00

Charges for Service: *Charges to cover the costs of delivering specific services which are incidental to the instructional activities. These include, but are not limited to: application fees, add/drop fees, fines and penalties, late fees, orientation fees, and room and board charges.*

2. Categorization of Fees and Charges for Services

Student Fees: All current Colorado State University student fees are categorized as for Permanent Student Purposes.

Charges for Service: As defined by CCHE VI-C-7.00, “charges for service” are not fees. Currently there are a number of such charges that include the term “fee” in their title. These will be changed in future publications to correctly classify these items as charges for service.

User Fees: CSU currently does not have any fees that meet the definition of user fees.

Other Student Charges:

Course Specific Fees: Each course specific fee is unique to the course it supports. These charges are not campus-wide and, therefore, do not meet the statutory or CCHE definitions of “fees”.

Charges for Technology: Each CSU technology charge is unique to the specific college curriculum/academic program that it supports. Only those students majoring in a particular curriculum are assessed the technology charge approved for that college. Since these charges are not campus-wide, they do not meet the statutory or CCHE definition of “fees”.

3. Proposal and Approval Process for Student Fees

Administrative Fees: As of the compilation of this plan, there are no administrative fees at Colorado State University.

Nonpermanent Student Purposes: As of the compilation of this plan, there are no nonpermanent student fees at Colorado State University.

Permanent and Nonpermanent Student Purposes:

Facilities: Projects to be funded with revenues from the University Facilities Fee are subject to the procedures set forth in the Bylaws of the University Facility Fee Advisory Board (“UFFAB”).

Technology: Projects to be funded with revenues from the University Technology Fee are subject to the procedures set forth in the Bylaws of the University Technology Fee Advisory Board (“UTFAB”).

Recognized Student Clubs and Organizations: Funding from the student fees administered by ASCSU for the activities of recognized student clubs and organizations is subject to the Bylaws of the Student Funding Board (“SFB”).

Student Fee Funded Areas: University units and programs that are funded in whole or in part by student fees, and are housed within a University department or college, are subject to the following guidelines:

Except to the extent required to satisfy existing contractual obligations (“Contractually-Based Fees”), all new permanent student purpose fees shall be subject to the Bylaws of the Student Fee Review Board (“SFRB”). All requests for new mandatory student fees, other than those subject to contracts related to bonds and other debt obligation issued or

incurred prior to July 30, 1997 (“Contractually-Based Fees”), shall be initiated through the established SFRB process. This process shall require the SFRB to make recommendations as to student fees in a viewpoint neutral manner.

Each academic year, a SFRB member will be assigned as a liaison to one or more programs or activities funded by existing permanent or nonpermanent student purpose fees. The SFRB liaison will work with the Director of the program or activity throughout the academic year to learn about the program and its budget and to review any proposed change or increase to the fees supporting that program. The liaison will be primarily responsible for presenting all relevant information about his or her assigned program to the SFRB. The Directors of the programs will present to the SFRB with the liaison when the Director is seeking a change or increase in the student fee supporting the Director's program. University leadership may also present information to the SFRB regarding institutional priorities and goals. The SFRB shall review and consider all information presented, following the specific processes and procedures detailed in the Bylaws of the SFRB. The SFRB voting members are students selected following procedures detailed in the Bylaws.

After the SFRB has reviewed the information presented by the liaisons, Directors, and University leadership, and evaluated any requests for new fees, fee increases or decreases, and fee extensions, the SFRB forms recommendations and presents them to the ASCSU Senate for approval. The Finance Subcommittee of the Cabinet reviews the legislation and forwards it to the President, who then forwards it to the Board of Governors for final action, along with any additional or different institutional recommendations. The CSU student representative to the Board of Governors attends the meeting at which the Board reviews and approves the student fees.

No new fee or fee extension that is defeated by a vote of the ASCSU may be resubmitted for an ASCSU vote until the following regularly scheduled fee review. The Board of Governors annually shall review and approve permanent and nonpermanent student purpose fees. Its review and approval process shall include any new student fees and increases in existing fees.

Other Student Charges:

Course Specific Fees: Members of an academic department request new fees or increase to existing fees by completing the Special Course Fee Request form. This form is then reviewed by the Department Head/Chairperson and by the College Dean prior to the submission to the Special Course Fee Committee. This submission to the Special Course Fee Committee occurs only once per year – approximately at the beginning of the spring term with a proposed effective date no earlier than the following fall term. The review by the Special Course Fee Committee must be complete by April 15th. All requests for new or increased fees approved by the Special Course Fee Committee, along with all

continuing fees are included in the June agenda for review and approval by the Board of Governors.

Reduction of course specific fees may be initiated at any time, again by the completion of a Special Course Fee Request form. This request is then reviewed by the Department Head/Chairperson and by the College Dean prior to submission to the Special Course Fee

Committee. This committee will be responsible for the final review and approval of reductions.

Discontinuance of course specific fees may be requested at any time by submitting a memo to the Office of the Provost outlining the fee to be discontinued and the effective date. Review and approval of such requests will be the responsibility of the Office of the Provost.

Charges for Technology: Each College has established a Technology Committee that includes students from the college to oversee the application and administration of the Charges for Technology. Each year, this committee produces the Annual Report on Charges for Technology, which is submitted for review to the Executive Committee on Information Technology and then to the Vice President for Information Technology. The report is then presented to the Board of Governors for action and approval at its June meeting. The report format is described in the Manual on Charges for Technology and will include information on the impact of the charges collected and their administration.

Continuance of Charges for Technology within a college, as well as the amount of the annual charges, shall be voted upon by each college's Technology Committee at least every two years. The committee is authorized to request an increase or decrease of the charge amount not to exceed 5% of the current charge without open hearings with the affected students. Requests for increases or decreases in excess of 5% require such hearings and approval by a two-thirds majority of committee members. The Board of Governors shall have ultimate authority for approving the changes in Charges for Technology during their June meeting.

4. Student Participation in Setting Student Fees

Administrative Fees: As of the compilation of this plan, there are no administrative fees at Colorado State University. Should such fees be created in the future, the existing CCHE policy that applies to administrative Student Fees would be used to create and administer such fees.

Nonpermanent Student Purposes: As of the compilation of this plan, there are no nonpermanent student purpose fees at Colorado State University.

Permanent and Nonpermanent Student Purposes: In May 1983, the State Board of Agriculture approved a process for creating, reviewing, and presenting mandatory student fees. This process involves students in both a direct and significant way and has been used since its inception. In addition to this process, an ASCSU procedure has defined the ASCSU student senate as the body to recommend new student fees to the Board of Governors. The senate also reviews any recommendations to increase current student fees beyond mandatory costs. Both of these processes are completed before a fee schedule is submitted to the Board of Governors for final approval each spring. The process is outlined in The Student Fee Review Board Bylaws (Attachment B).

Other Student Charges:

Course Specific Fees: The Special Course Fee Committee is appointed by the Provost. This committee includes student representation from the Associated Students of Colorado State University (ASCSU) who is requested to attend all committee meetings. The ASCSU representation has the responsibility to ensure:

- a) Accuracy and accountability of course fees, and
- b) Institutional compliance with the student appeals process

Charges for Technology: Each college has established a Technology Committee to oversee the application and administration of the Charges for Technology. The majority of committee members shall consist of students majoring in the college, and, at the discretion of the Dean, appropriate University personnel.

5. ASCSU Procedures Regarding Referenda and Elections

ASCSU student recommendations relating to new student fees must fully disclose all significant and pertinent information. Restrictions on student referenda and/or campaigning by student government are detailed in the “ASCSU Referenda and Election Code (Attachment C)”. These restrictions shall be followed during the entire election process.

6. Appeals, Waivers, and Conflict Resolution Process Regarding Student Fees

Administrative Fees: As of the compilation of this plan, there are no administrative fees at Colorado State University.

Permanent and Nonpermanent Student Purposes: A complaint resolution process is detailed in the “ASCSU Referenda and Election Code” for the resolution of complaints concerning the student senate process to initiate new student fees.

If a student wishes to lodge a complaint about a specific mandatory permanent or nonpermanent student purpose fee (other than a “Contractually-Based Fee”), the student submits a complaint or request for a fee waiver to the Office of Vice President for Student Affairs, which serves as the appeal officer for hearing and resolving issues. The decision of this appeal officer is final.

Other Student Charges:

Course Specific Fees: Students may appeal course specific fees through:

- a) Written request of the concern to the Department Head/Chairperson.
- b) If the student is not satisfied with the decision of the Department Head/Chairperson, copies of the original statement and responses will be forwarded to the college Dean who will review and act upon the appeal.

- c) If the student is not satisfied with the Dean's decision, the Special Course Fee Committee (including the ASCSU representative) will review the appeal and make a recommendation to the Vice Provost for Undergraduate Studies. The Vice Provost will review the documentation and recommendation and render a decision. In the event the Special Course Fee Committee is unable to meet, the appeal may be forwarded directly to the Vice Provost for Undergraduate Affairs.
- d) If the student is not satisfied with the decision of the Vice Provost for Undergraduate Affairs, the appeal may be forwarded to the Provost/Senior Vice President whose decision will be considered final.

Charges for Technology: Students may request a refund from the Technology Committee for the college. Such a request is made in writing and addressed to the Chairperson of the College Technology Committee. The decision to grant a refund is determined by majority vote of the College Technology Committee.

A student may appeal the committee's decision by notifying the committee and arranging a date to meet with the committee. Arguments from both sides will be heard and a vote taken. Decisions made by the Committee at that meeting shall be final.

7. Use of Student Fees or Tuition for Academic Facilities Construction

Administrative Fees: As of the compilation of this plan, there are no administrative fees at Colorado State University.

Permanent Student Purposes: Revenue generated from these fees is an acceptable category to fund facilities construction.

Nonpermanent Student Purposes: Revenues generated from fees for nonpermanent student purposes cannot be used to fund facilities construction.

Other Student Charges:

Course Specific Fees: Revenue generated from course specific fees cannot be used to fund academic facilities construction.

Charges for Technology: Revenue generated from charges for technology cannot be used to fund academic facilities construction.

8. Administrative Costs Charge to Students/Student Groups

As of the compilation of this plan, there are no administrative fees at Colorado State University