

MESA STATE COLLEGE
INSTITUTION PLAN FOR STUDENT FEES
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SECTION 1

GENERAL INFORMATION

1.1 Introduction

Mesa State College, in compliance with Colorado Commission of Higher Education (CCHE) *Student Fee Policy*¹, Section 3.0, has established this *Institution Plan for Student Fees*. The Plan and any modifications to this Plan are subject to the modification and approval of the Trustees of Mesa State College.

Mesa State College reserves the right at any time to make changes in the policies and procedures included in this Plan, subject to applicable requirements regarding the approval or involvement of the students and institution student government representatives (the Associated Student Government) and the Trustees of Mesa State College. Any such amended policies or procedures will be applicable to actions of the College concerning student fees, defined in Section 1.2, assessed part-time and full-time resident and nonresident students enrolled at Mesa State College. Such students acquire no reasonable expectation that these policies and procedures will not be amended.

Students, faculty and staff of Mesa State College are encouraged to review the contents of this Plan. Suggestions for additions, deletions, and changes should be made in writing to the Chairperson of the Student Fee Allocation Committee and the Office of the President.

ANY POLICY OR PROCEDURE IN THIS PLAN FOUND TO BE IN CONFLICT WITH POLICIES ESTABLISHED BY THE TRUSTEES OF MESA STATE COLLEGE, CCHE, OR STATE OR FEDERAL STATUTE IS SUPERSEDED BY THOSE POLICIES, PROCEDURES OR STATUTES.

1.2 Applicability

This Plan applies to all administrative, course specific, bond, and permanent and nonpermanent student purpose fees, as defined in this Plan and in Section 7.0 of the CCHE Student Fee Policy, charged to full-time and part-time students enrolled or enrolling at Mesa State College. This Plan does not apply to fees charged to cover the costs of delivering specific services which are incidental to the instructional activities. Charges for services include, but are not limited to, food service and housing charges, application fees, late fees, orientation fees, drop/add fees, library fines, and parking penalties or fees.

¹ Approved Policy, October 4, 2001

SECTION 2

STUDENT FEE PROPOSAL AND APPROVAL PROCESS

2.1 General

All new administrative, course specific, bond, and permanent and nonpermanent student purpose fees and increases to existing fees are to be reviewed by the Fee Allocation Committee (FAC), a standing committee of the Associated Student Government (ASG). The FAC is a committee made up of student senators, the ASG Finance Officer; and a chair appointed by the ASG Senate. The FAC reports directly to the ASG. The FAC's recommendations are presented to the Student Senate of the ASG for approval and subsequent recommendation to the administration. Following approval by the administration, the ASG's recommendations are presented to the Trustees of Mesa State College. Trustee review and approval is required prior to assessment of any mandatory fee or fee increase. All mandatory fees or fee increases must be annually reviewed and approved by the Trustees. Students and College student government representatives shall have an opportunity to address the Trustees during board discussion and action of the student fee proposal.

2.2 Course Specific and Administrative Fees

All requests for new course specific and administrative fees or increases in those fees are to be submitted by the appropriate administrative or academic department to the Vice President responsible for that division's or department's operations. The Vice President must approve the proposed fee request prior to submission to the FAC. Eleven (11) copies of the fee request are to be submitted to the FAC by November 1 of the academic year preceding assessment. Earlier submissions are encouraged. Each request must contain the following information:

1. The amount of the new fee or fee increase;
2. The reason for the new fee or fee increase;
3. The estimated total annual revenue generated by the new fee or fee increase;
4. The purpose for which the institution will use these revenues and;
5. Whether the new fee or fee increase is temporary or permanent and, if temporary, the expiration date for the new fee or fee increase.

Course Specific Fees: Course specific fees relate to actual administrative costs for a specific academic course. These fees should only be used to cover unusual costs for a course offering. Any revenue must be used for costs directly related to the course for which they are charged and all sections of the same course offering must have the same

course fee charge for all sections. Approval by a student referendum is not required for new, existing or increases in course specific fees.

The FAC shall review requests and recommend either approval or disapproval on course specific fees, to the ASG Student Senate. Upon action by the ASG, the requests shall be submitted to the Administration by February 1 of the academic year preceding assessment. The Administration may accept or reject the ASG's recommendations. Should the Administration's decision result in approval of a new fee or increase in an existing fee, the College shall notify the student body of the proposed new fee or fee increase on or before March 1 of the academic year preceding assessment. Notification will follow the procedures outlined in Section 3 of this Plan. Any student or student group has the right to appeal an administration decision resulting in a proposed new fee or fee increase, following the guidelines in Section 4.

Administrative Fees: No new fee or fee increase (in excess of inflation) assessed to cover administrative costs not related to a specific academic course shall be collected unless approved by a student referendum and such new fee or increase contains an expiration date. The FAC will recommend action to the ASG Student Senate.

2.3 Permanent and Nonpermanent Student Purpose Fees

Requests for proposed new fees and increases in permanent and nonpermanent student purpose fees are subject to review and approval of the ASG. Reference should be made to the Associated Student Government Constitution and By-laws.

All proposed new fees and increases in permanent and nonpermanent student purpose fees shall be reviewed by the FAC. FAC recommendations for proposed new fees and increases in permanent and nonpermanent student purpose fees shall be made to the Student Senate of the ASG for review. Upon action by the ASG, recommendations will be made to the Administration by February 1 of the academic year preceding the proposed new fee or fee increase. The Administration will review the ASG's recommendations by February 15 of the academic year preceding the increase.

Permanent Student Purpose Fees: The Administration will act on the ASG's recommendation. Should the Administration's decision result in a proposed new fee or increase in permanent student purpose fees, the College shall notify the student body of the proposed new fee or fee increase on or before March 1 of the academic year preceding the increase. Notification will follow the procedures outlined in Section 3 of this Plan. Any student or student group has the right to appeal an administration decision resulting in a proposed new fee or fee increase, following the guidelines in Section 4.

Nonpermanent Student Purpose Fees: All nonpermanent student purpose fees, in existence prior to July 1, 1997 which are not scheduled to expire prior to July 1, 2000, shall be subject to approval by student referendum at the first regularly scheduled student referendum after July 1, 2000. Effective July 1, 1997, no new fee or fee increase (in excess of inflation) assessed for nonpermanent student purposes shall be collected unless approved by a student referendum and such new fee or increase contains an expiration date.

2.4 Use of Student Fees and/or Tuition for Academic Facilities

The College may use student fees or tuition for academic facilities construction or renovation subject to the following conditions:

1. All other financing options have been explored;
2. Students have approved the use of student fees or tuition for the construction or renovation of academic facilities through a student referendum, following the procedures outlined in Section 5;
3. Any referendum under this section is initiated by the ASG and;
4. Students, selected by the ASG President, are involved in the entire project.

2.5 Administrative Costs Charged to Students/Student Groups

An Administrative Service Recharge (ASR) will be assessed all student activity fee funded student groups or organizations for which the College must maintain internal accounting and financial records. The ASR rate will be based on the College's cost allocation plan developed by the Office of Financial and Administrative Services and approved by the Administration. Overhead costs included in the cost pool include, but are not limited to, costs associated with payroll, budgeting, accounting and information services.

2.6 Fees Related to Bonds Issued on Behalf of Auxiliary Facilities

Policies and procedures regarding fees related to bonds issued prior to July 1, 1997 on behalf of auxiliary facilities shall follow those outlined in CRS Section 23-1-123(5)(b). Policies and procedures regarding fees related to bonds issued after July 1, 1997 on behalf of auxiliary facilities shall follow those outlined in CRS Section 23-1-123(5)(a).

SECTION 3

NOTIFICATION PROCEDURES

3.1 Notification Requirements

The College administration, at the direction of the President, will notify campus media through a news release of any proposed new fee or fee increase. In addition, the College administration will post a notice of the proposed new fee or fee increase at or near the Information Desk at the College Center. The notification period begins on the first regularly scheduled class day following posting of the required notice and delivery of a news release to the offices of campus media. The notification period will continue for at least twenty-nine (29) calendar days during which time any student or student group may appeal the proposed assessment or increase following the guidelines outlined in Section 4. If an appeal has not been properly filed by the end of the notification period, the proposed new fee or fee increase will go forward to the Trustees of Mesa State College for approval.

3.2 Contents of Notice

At a minimum, any notice or news release pertaining to a proposed fee assessment or increase must contain the following information:

1. The amount of the new fee or fee increase;
2. The reason for the fee assessment or increase;
3. The purpose for which the institution will use revenues received from the fee assessment or increase;
4. Whether the fee assessment or increase is temporary or permanent and, if temporary nonpermanent, the expiration date for the new fee or fee increase; and
5. A student's appeal rights and the deadline for filing an appeal.

SECTION 4

APPEAL PROCESS

4.1 Timeline for Appeals

Any student or student group may appeal a proposed new fee or fee increase at any time before or during the notification period defined in Section 3. An appeal must contain all required components outlined in Section 4.2 or it will be denied without further review. Subsequent delivery of missing components after the end of the notification period will not be considered a timely submission.

4.2 Appeal Procedures

All appeals shall be submitted in writing and filed with the ASG Vice President at the ASG Office. At a minimum, each appeal shall include the following:

1. The reason for the appeal and an alternative proposal;
2. A petition supporting the appeal containing the signatures and student identification numbers of not less than 200 students

The ASG Vice President shall be responsible for the presentation of appeal materials, in an unbiased manner, at the next regularly scheduled meeting of the ASG Student Senate or at a special meeting called for that purpose. The ASG Student Senate must act within 15 days following the end of the notification period or no later than April 15 of the academic year in which the new fee or fee increase is proposed.

If the ASG Student Senate denies the appeal, the proposed fee assessment or increase will go forward to the Trustees for approval. If the ASG Student Senate grants the appeal, the issue shall go to a referendum of the student body, following the procedures outlined in Section 5.

Any post-appeal referendum on new bond fees, course-specific fees and permanent student purpose fees or increases in nonpermanent student purpose fees or administrative fees that do not exceed the rate of inflation is purely advisory. These fees or fee increases may be recommended to and approved by the Trustees and assessed irrespective of any appeal or referendum.

4.3 Governing Board Decisions

Any decision by the Trustees with regard to fees shall be final and incontestable either on the thirtieth day after final action by the Trustees or on the date on which any evidence of indebtedness or other obligation payable from the fees is issued or incurred by the Trustees, whichever is earlier. **Any Trustee-approved bond fees shall not be adversely affected by the outcome of any appeal or referendum.** See CRS 23-1-123(4) (a) & (b).

SECTION 5

REFERENDUM PROCEDURES

In addition to student referendum policies established by the ASG, a referendum concerning student fees shall be subject to the following additional and/or alternative guidelines:

1. The ASG is responsible for the conduct of the referendum, including full disclosure of the information relating to the referendum and emphasizing whether the referendum is binding or advisory.
2. Information distributed by the ASG concerning the referendum shall be factual and unbiased. That does not preclude individual members of the ASG Student Senate from expressing their opinions or supporting a position. A member of the ASG Student Senate may not, however, represent that opinion or position as the opinion or position of the ASG.
3. Campaigning by the College or members of the student body is subject to the provisions of the ASG election code.
4. The text of a student fee referendum is subject to administrative legal review through the Office of the President.
5. A student fee referendum shall be voted on over a period of not more than five (5) class days or less than three (3) class days.
6. At least five percent (5%) of the current student headcount enrollment must vote in order for a student fee related referendum to be effective. The outcome shall be decided by a simple majority of the votes cast in the referendum.
7. Referendums that fail may not be resubmitted for a student vote until the following regularly scheduled election.

APPENDIX 1

SUBMISSION, APPROVAL & NOTIFICATION SCHEDULE

<u>Due on or Before</u>	<u>Submission To</u>	<u>Description</u>
November 1	ASG	Request for new permanent or nonpermanent student purpose fees, administrative, course specific or bond fees or increases in these fees
February 1	Administration	ASG's recommendations concerning student fee increases or changes
February 15	ASG	Administration decision concerning ASG's recommended student fee increases or changes
March 1	Student Body	Notification of proposed student fee increases or changes
April 15	ASG	ASG acts on any appeals
April	Student Body	Regularly scheduled election including any student fee referendum
May	Trustees	Student charges and related budgets (Submission dates published in the Trustees of Mesa State College Administrative Calendar)

APPENDIX 2

DEFINITION OF STUDENT FEES

Academic Course Specific Fees: Mandatory fees charged to students to enroll in specific courses. (e.g., lab fees, music fees, art fees, materials fees, etc.)

Administrative Fees: Mandatory campus-wide fees charged to provide administrative services such as registration fees.

Auxiliary Facility: Same meaning as defined in section 23-5-101.5 (2)(a) C.R.S.

Bond Fees: Mandatory campus-wide fees charged to retire bonds or other debt obligations issued on behalf of an auxiliary facility. Additional policies regarding bond fees are addressed in Section 3.10 of the CCHE Student Fee Policy, attached as APPENDIX 4 and in CRS Section 23-1-123.

Mandatory Campus-Wide Fees: Required minimum student fees for the academic year. Does not include fees which are optional or frequently waived.

Nonpermanent Student Purpose Fees: Mandatory campus-wide fees charged for student purposes that are not permanent student purposes.

Permanent Student Purpose Fees: Mandatory campus-wide fees (excluding bond fees) charged for 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 mandatory campus-wide fee, the revenue from which is appropriated by student government for a specific purpose.

Voluntary Fees: Campus-wide fees which are automatically charged to students unless the student chooses not to pay, except for health care fees, and which must be refunded upon request to any student who chooses not to pay the fees.

For additional definitions, see Section 7.0 of the CCHE Student Fee Policy, attached as APPENDIX 4.

APPENDIX 3

CATEGORIZATION OF STUDENT FEES

Category	Referendum Required Y / N	
Permanent Student Purpose Fees	N	
Health Service		
Student Government		
Student Activities		
Physical Recreation		
Intercollegiate Activities		
Information Technology		
Student Facilities Operations		
Nonpermanent Student Purpose Fees	Y	*
Bond Fees	N	
Administrative Fees – Non Academic	Y	*
Course Specific Fees	N	
Voluntary Fees	N/A	

* Referendum required for increases exceeding the rate of inflation

APPENDIX 4

7.00 Definition of Key Terms

Academic Course: For purposes of this policy, includes all instruction, including: vocational, occupational, technical, music, and physical education courses.

Academic Facilities Construction: Includes buildings and site improvements, or specific space within a multi-use building (including utilities and transportation infrastructure) as defined in C.R.S. 24-75-301. The determination of whether it is an academic facility or space shall be determined based on the function/purpose of the building or space. If a multi-purpose building, the space determination shall be based on the primary usage of the space during the regular academic year.

Administrative Fees: mandatory campus wide fees categorized as administrative fees by the institutional plan for student fees.

Auxiliary Facility: same meaning as defined in section 23-5-101.5 (2) (a).

Campus wide Mandatory Student Fees: Required minimum student fees for the academic year. Does not include fees which are optional or frequently waived.

Charge 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.

Cost of Academic Program: Includes total general fund and cash funds (including governing board costs), less indirect cost recoveries.

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).

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, or lease of areas that are used as student centers, recreational facilities, parking lots, or child care 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 operating expenses of student government;
- (f) Providing or purchasing equipment or 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; and
- (j) Payment for additional insurance costs necessary due to the nature of a particular course.

Fees exclude items defined as a Charge for Service.

Inflation: means the percentage change in the CPI for the Denver-Boulder consolidated metropolitan statistical area for all urban consumers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index.

Institution of Higher Education: means any state-supported institution of higher education in Colorado, including junior colleges, area vocational schools, and the Auraria Higher Education Center.

Instructional Fee: Any mandatory academic fee which is not a course specific fee. These are fees related to the instructional program or college, but not to the specific course offering. These include, college specific fees and program specific fees.

Long-Term Deposits: Non-damage related deposits that are held more than one academic term. Does not include short-term damage deposits and dormitory deposits.

Mandatory Insurance Fees: Fees which are charged for insurance required beyond regular health insurance based upon the nature of the course.

Nonpermanent Student Purpose Fees: mandatory campus wide fees categorized as nonpermanent by the 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.

Student Activity Fees: Those mandatory fees charged to the student body which are

allocated to specific student programs. Examples of these types of fees are general student activity fees, student health service fees, student organization fees, student newspaper fees, fees for social-cultural development, and fees for intramural athletics, as well as student activity fees pledged to repay bonded indebtedness.

Optional Fees: Those fees which the students have a choice of whether or not to pay the fee.

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

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