

University of Colorado at Colorado Springs

Institutional Student Fee Plan

University of Colorado at Colorado Springs

INSTITUTIONAL PLAN FOR STUDENT FEES

I. GENERAL POLICIES

A. *Introduction*

The University of Colorado at Colorado Springs (UCCS), in compliance with the Colorado Department of Higher Education's (CDHE) Student Fee Policy, Section VI, Part C, 3.00, has established this Institutional Plan for Student Fees.

Any modification to the Institutional Plan for Student Fees must be made in cooperation with the UCCS' administration and the Student Fee Executive Review Committee (see, section II, B) and approved by both the UCCS' administration and the UCCS' Student Government before being submitted to the University of Colorado Board of Regents for approval.

This institutional plan for student fees shall apply to any new fee proposed after July 1, 1997, and to any increase in or change in purpose of an existing fee assessed prior to July 1, 1997.

Any policy or procedure in this document found to be in conflict with policies and procedures established by the Board of Regents, CDHE, state or federal statute or state fiscal rules is superseded by those policies, procedures, or statutes.

B. *Fees Covered*

Fees covered under this institutional fee plan shall include both appropriated and non-appropriated fees, as defined by CDHE policy:

1. Appropriated fees are those fees that support the educational mission of the institution, as opposed to an

University of Colorado at Colorado Springs

auxiliary function; are generally under the control of the institution rather than the students; are not optional for the particular course of study chosen by the student; and are not penalties for failure to comply with reasonable rules and regulations.

- a. Course Specific fees – those defined by CDHE as those fees to cover the unusual costs for a course offering and they must be used for costs directly related to the course for which they are charged. All sections of the same course offering must have the same course fee charge. Consistent with CDHE policy, UCCS defines course-specific fees as those fees that are assessed on a course-by-course basis to cover the costs of such materials as chemicals or art and photography supplies used in the process of instruction or breakage fees for laboratory equipment and glassware. These fees often cover the costs of materials that for consistency or practicality cannot be purchased by individual students in a bookstore or the costs of materials that the student may take home at the end of the term such as a pottery or a design project. Course specific fees may not be used to minimize tuition rate increases by shifting tuition increases to course-specific fees.
- b. Instruction fees – Any mandatory academic fee which is not a course specific fee and that is related to the instructional program or college but not to a specific course offering.
- c. Academic Facility fees – mandatory fees collected for the purpose of construction, altering, or maintaining academic facilities, such as the Solar Energy fee.
- d. Technology fees – mandatory fees collected for the purpose of providing or purchasing equipment

University of Colorado at Colorado Springs

or programmatic activities relating to computer equipment, laboratory equipment, or other technology, such as the Student Information System fee (SIS).

2. Non-appropriated fees:
 - a. Mandatory Insurance fees – fees charged for health, dental or disability insurance based upon the nature of an instructional program.
 - b. User fees – a fee to exercise a privilege or receive a service provided by an auxiliary facility. This excludes any general fee charged to all students, such as the purchase of a ticket for an athletic event at the institution.
 - c. Student Activity fee – mandatory fees charged to the student body which are allocated to specific student programs. Examples of these programs at UCCS include, but not limited to: University Center, Family Development Center, Recreation Center, Student Health Center, Student Government, Intercollegiate Athletics, and Parking facilities.
 - d. Charge for Service fees – charges to cover the costs of delivering services that are incidental to the instructional activities. Examples of these fees at UCCS are: application fees, matriculation fees, and room and board charges.

II. STUDENT FEE REVIEW COMMITTEES

A. *Advisory Committees:*

The principle of student involvement is to seek advice from those students most likely to be affected by a new or revised fee. Therefore, a

University of Colorado at Colorado Springs

college, school, academic department or administrative unit proposing a fee must establish an Advisory Committee for the purpose of reviewing a proposed fee. An Advisory Committee may review more than one fee proposal if appropriate. All instructional and course specific fee recommendations shall be forwarded by the Advisory Committee to the appropriate dean for comment before going to the Executive Committee for approval. An Advisory Committee shall also hear complaints and make recommendations to the Chancellor about their validity. The membership of an Advisory Committee shall consist of the following:

1. 1 Faculty or staff member appointed by the appropriate Dean/Vice Chancellor
2. 1 Faculty member appointed by Faculty Assembly
3. Appropriate Student Dean or alternate
4. 1 Student appointed by the appropriate Dean/Vice Chancellor
5. 1 Student appointed by Student Government Executives

B. *Executive Committee:*

A committee comprised of the following shall annually review student fees, make recommendations on the usage of the student fees, and make decisions on any proposal for new fees or those that propose a change in amount charged or usage, including change of name.

1. Chancellor
2. Provost/Executive Vice Chancellor for Academic Affairs
3. Vice Chancellor for Administration and Finance
4. Vice Chancellor for Student Success
5. Student Government Executives

III. **FEE PROPOSAL AND APPROVAL REQUIREMENTS**

- A Proposals to request new mandatory campus-wide student fees or to increase, decrease, discontinue or change the original intent of and existing fee may be initiated by individual students, the recognized student government or the Chancellor of UCCS.

University of Colorado at Colorado Springs

1. Fee proposals initiated by individual students must be supported by a petition requiring verified signatures of at least ten percent of the UCCS student body enrolled in that term. Signatures will be verified according to the election code of the UCCS Student Government.
 2. The recognized UCCS Student Government may initiate fee proposals with a majority vote of the Student Government membership.
 3. Fee proposals initiated by parties other than students must be approved by the UCCS Chancellor and shall be considered after written notification is given by the Chancellor to the executives of the UCCS Student Government.
- B. A proposal for any mandatory student fee modification must contain the following information:
1. Reason for the fee, fee increase, or change in purpose;
 2. Dollar amount of the new fee or fee increase;
 3. Estimated revenue to be generated by the fee;
 4. Expiration date of the fee for non-permanent student purpose fees.
 5. Implementation date of the fee (must be within twelve months from the date approved).
- C. Mandatory campus-wide student fee proposals must be approved by a majority vote of the student body and must contain an expiration date, if applicable. These include administrative fees, permanent student purpose fees, non- permanent student purpose fees, and technology fees. Instructional fees and course-specific fees do not require a student body vote.

All referenda elections shall follow the procedures of the UCCS Student Government Constitution and election policies. Information regarding student fee referenda elections shall be available ten days prior to the election in the student newspaper, in the UCCS Student Government Office, and in the Office of Student Life.

University of Colorado at Colorado Springs

For any new or revised mandatory campus-wide student fee the Student Government Executives shall submit a complete fee proposal form to a Student Fee Advisory Committee for approval before placing it on the student election ballot. If approved by the student body, the proposal goes to the Executive Committee for approval.

- D. The text of any mandatory student fee proposal is subject to administrative legal review through the Office of the Dean for Student Life prior to the collection of the student signatures or the vote by Student Government. This review is not intended to alter the intent of the proposal.
- E. Information distributed by the Student Government and/or campus administration concerning student fee proposals shall be factual and unbiased. Individual members of Student Government are not prohibited from expressing their opinions or supporting a position as long as the individual member makes it clear that this opinion is personal and not the official opinion of Student Government.

IV. REGENTAL APPROVAL AND NOTIFICATION REQUIREMENTS

- A. The University of Colorado Board of Regents shall annually review and approve all mandatory student fees. Such fees will be charged to students only after the requisite Regental review and approval. A thirty-day notice shall be given to students of any new fee assessment or increase to an existing fee. This notice must be published in the student newspaper by the UCCS Student Government, the publications of the office of Admissions and Records, and must be posted on the campus by the Bursar's Office. The notices must provide the amount, reason, purpose, use of the fee, and whether it is permanent or non-permanent.

V. UCCS TIMELINE FOR FEE APPROVALS

- A. Interested party prepares a fee proposal between July and February. The Student Fee Advisory Committee reviews the proposals and makes recommendations to the Executive Committee before its April meeting.

University of Colorado at Colorado Springs

- B. The Executive Committee must make decisions on all fee proposals before the end of April.
- C. Approval forms and Regents agenda materials are due in the Office of Faculty Records by the May deadline.
- D. Regents consider fee proposals during their June meeting.
- E. UCCS and the Board of Regents are required to report to CDHE by September of each year any changes in current mandatory student fee rates and all new mandatory student fees, including 1) why the additional cost was covered by a fee increase or a new fee and not by tuition and 2) the date the Board of Regents review and approval.
- F. UCCS and the Board of Regents are required to provide written notification to CDHE, the Legislative Joint Budget Committee, and the Office of State Planning and Budgeting if total revenue resulting from proposed non-exempt fee increases (in total) is greater than the Denver-Boulder Consumer Price Index (DBCPI) and enrollment increases. Such notification shall be due no later than November 1.

VI. ITEMIZATION ON BILLING STATEMENTS

- A. The Bursar's Office shall separately disclose and itemize the fees charged to the student. This disclosure shall include all types of fees covered by the institutional fee plan.
- B. If revenues from student fees are used for the repayment of a bond or other debt obligation, the Board of Regents shall specify the portion of the general student fee that is actually applied to repayment of the bonds or other debt obligations.

VII. RESTRICTIONS ON USES OF STUDENT FEES

- A. UCCS Student Fees shall not be used for constructing, renovating or maintaining an academic or administrative building unless the following conditions are met:

University of Colorado at Colorado Springs

1. All other financing options have been explored;
2. Students approved the use of funds through a student body vote;
3. Any referendum relating to the use of fees under this section is initiated by the Student Government; and
4. Students are involved in the entire project.

VIII. COMPLAINT RESOLUTION PROCEDURES

- A. Students with complaints concerning any mandatory student fee should register their complaint by submitting a written communication to the Office of Student Life. Complaints regarding mandatory fees must contain evidence that the fee approval process was not followed in the correct manner or that the fee revenue is not being spent on the service that was intended. Complaints should not be based on an individual's desire not to pay the fee. The complaint will be forwarded to the appropriate Advisory Committee to make a recommendation to the Chancellor about the validity of the complaint. The Chancellor shall have final responsibility for resolution of all mandatory student fee complaints.

IX. COURSE WAIVER PROCEDURES

- A. Where special circumstances exist (e.g., off-campus location for class meetings), individuals may request that one or more mandatory student fees be waived for all students enrolled in a specific course. The Vice Chancellor for Student Success shall consider waiver requests for fees originated by a student body referendum; the Vice Chancellor for Academic Affairs shall consider those concerning administrative, instructional, or course specific fees. Either Vice Chancellor shall consult with appropriate constituencies before making a recommendation to the Chancellor, who shall make the final decision on all course waivers.

X. PROTECTION OF STUDENT ACCESS

- A. In order to continue to assure access, whenever UCCS has a percentage increase in the total amount of resident undergraduate tuition and

University of Colorado at Colorado Springs

mandatory campus-wide student fees which is in excess of the percentage increase of the DBCPI, it shall be required to utilize 20% of the revenue generated by the amount of the percentage increase in resident undergraduate tuition and mandatory student fees less either the DBCPI or the percentage increase in state general fund support of need-based student financial aid (whichever is greater) to increase need-based resident undergraduate student financial aid.