

**Institutional Student Fee Plan
University of Colorado Denver
Downtown Campus
Anschutz Medical Campus**

Effective: July 1, 2009

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Preamble

This Student Fee Plan was developed with the suggestions and insights of many members of the UC Denver community and reflects a genuine partnership between the University's students and its faculty, staff, and administrators. At every formal phase of fee development, proposal, review, and approval, it is intended and encouraged that a spirit of shared governance prevails and that informal discussions, negotiations, and education about fees and their purpose be carried out extensively to ensure inclusive participation, understanding, and agreement among the interested members of the university. With that in mind, this document was written to comply with the guidelines set by the Colorado Department of Higher Education (CDHE) for defining and approving student fees.

I. PLAN OVERVIEW

This Institutional Plan for approving new, increased, or modified student fees at the University of Colorado Denver and its Downtown Campus (DC) and Anschutz Medical Campus (AMC):

- A. Has been established in accord with current State of Colorado, Colorado Department of Higher Education (CDHE), and Regents of University of Colorado regulations and policies (see Appendix A).

- B. Has been developed with representation of the Student Senate of AMC and the Student Government Association of DC. Endorsement letters from the presidents of the campus student governments are attached (Appendix B).

- C. Covers all charges 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:
 - 1) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media;
 - 2) 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;
 - 3) Establishment and operation of campus health clinics or contract health services;
 - 4) 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;
 - 5) Payment of direct and indirect operating expenses of student government;
 - 6) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology;

- 7) Providing administrative services, including registration fees;
 - 8) Payment for costs incurred in specific courses including, but not limited to, laboratory, music, art, materials, and online fees;
 - 9) Payment of nonspecific costs related to the instructional program or college; and
 - 10) Payment for additional insurance costs necessary due to the nature of a particular course.
- D. Applies to new, increased, or changed (in excess of inflation) student fees proposed and adopted on or after July 1, 2009 at the University of Colorado Denver AMC and DC campuses. The fee categories covered by this plan include:
- 1) Student purpose/activity fees;
 - 2) Course fees; and
 - 3) Program/instructional fees.
- E. Allows fees to be increased due to inflation -- defined as the percentage change in the Consumer Price Index 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 – and when such inflation has been documented.
- F. Does not cover
- Tuition;
 - “Charges for service” to cover specific services that are incidental to instructional activities (e.g. application fees, matriculation fees, add/drop fees, fines and penalties, late fees, orientation fees, thesis publication charges, background checks, and room and board charges); and
 - Non-mandatory “user fees” paid by a student to exercise a privilege or receive a service provided by an auxiliary facility; these are paid out of pocket by the student and exclude any general fee charged to all students, any fee paid for continuing education facilities or activities, or any fee paid to purchase tickets to athletic events occurring at the institution. *
 - Policies and procedures for the fiscal management and allocation of fee revenues within and across the campuses.
- G. Establishes the UC Denver Student Fee Proposal Review Board, with student government representation, to review and make recommendations on proposals for new or increased student purpose/activity fees that affect students at both UC Denver campuses – DC and AMC. (See Section II.B.8 below.)
- H. Includes a process for the periodic review (at least every four years and including student representation) of all student fees covered by this Plan to evaluate their purpose and make recommendations for continuation or termination. (See Section VI below.)

- I. Replaces the AMC (formerly “Health Sciences Center”) Institutional Fee Plan approved by the Board of Regents in March 2004 and the DC (formerly “University of Colorado at Denver”) Institutional Fee Plan approved by the Board of Regents in April 1999. It does not eliminate or change any fees approved under those plans.
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* Where allowed, when a student elects to use a service or facility that is not located at his/her "academic home campus location" (DC or AMC), the fee associated with that service will be paid directly by the student to the facility/service. It will not appear on the student bill, nor be considered to be a fee as covered by this Plan. For example, an Anschutz Medical Campus student wishing to use the recreation center at Auraria would pay the associated fee directly to the Auraria recreation center.

II. PROCEDURES FOR PROPOSING AND APPROVING FEES

A. General Procedures Common to All Fee Proposals

- 1) Proposals for new, increased, or modified student fees are considered for approval during the annual UC Denver and Board of Regents review and approval cycle and, if approved, are effective for the following academic year.
- 2) Due to the variable schedule of Board of Regents subcommittee review meetings and full Board action meetings in the spring, specific due dates for fee proposals and review are not described in this Plan. Annually in the fall, the Associate Vice Chancellor for Student Affairs (AVCSA) or designee, in consultation with the Provost and Associate Vice Chancellor for Budget and Operations, and following the Board of Regents meeting schedule, will post and distribute a *Timeline for Fee Proposals*, including due dates for student purpose/activity fees, course fees, and program/instructional) fees and information on where to submit proposals. The due dates will allow adequate time for review at the specified levels, including student review and voting. Early submissions are encouraged. The *Timeline* may differ for the Anschutz Medical and Downtown campuses due to variations in academic calendars, including spring breaks, when students may not be available for voting.
- 3) At any time during the proposal and review cycle, a fee proposal may be disapproved by the Provost at his or her discretion based on the best interests of the university, its programs, and affected students. No new or increased fee will be implemented by the Provost or other university officers without submitting it through the established proposal and review process.

- 4) The submission of fee proposal(s) includes acknowledgement that all fee(s) will be used only for their stated purposes and will be reviewed periodically through an established process that includes recommendations to the Provost for their continuation or termination. (See below, Section VI)
- 5) Unless otherwise specified or arranged, the unit(s) submitting fee proposals will receive the revenue generated by the fee(s).

B. Student Purpose/Activity Fees

- 1) Student purpose/activity fees may be proposed for an entire campus (e.g. AMC) or combined campuses (AMC and DC) or a specified cohort of a campus student body (e.g., “undergraduates at DC” or “all Anschutz Medical Campus students in clinically-based professional training programs”). In all cases the student purpose/activity fee to be charged and the students charged are not confined to a particular school, program, or course. (See II.C. “Course Fees” and II.D. “Program/Instructional Fees” below.)
- 2) Proposals for new student purpose/activity fee(s), increases in fee(s) in excess of inflation, or changes in the original purpose or scope of existing fee(s) can be initiated by any university community member, group, or unit. Proposals must contain the following information:
 - Description of and purpose for new fee(s) and/or rationale for fee increases or changes in fee purpose or scope.
 - Intended student population/cohort to be charged (e.g., “all students at AMC” or “undergraduates at DC” or “all graduate students at AMC and DC”).
 - Academic term to be implemented (e.g., summer, fall, spring) and expiration date, if applicable.
 - Dollar amount of new fee(s) or increase(s).
 - Estimated annual revenue to be generated by the fee(s) and expenditure plan.
- 3) Fee proposals are submitted to the chair(s) of the appropriate fee proposal review committee(s) (or Board in the case of intercampus fees) by the due dates posted in the *Timeline for Fee Proposals* and generally no later than ten weeks prior to the deadline for submission of finalized materials to the Provost and Chancellor for approval prior to the scheduled Board of Regents subcommittee review meeting.
- 4) The chair/co-chairs of the respective fee proposal review committees (or Board) will provide copies of all proposals to the Provost, the Associate Vice Chancellor for Student Affairs and the Vice Chancellor for Administration and Finance. The chair(s) will review the proposals for completeness and suitability, and finalized proposal(s) then will be forwarded to the appropriate

campus-level fee proposal review committee (or Board) for review, any needed revisions, and recommendations.

- 5) Each review committee will establish procedural rules, including meeting times and locations, attendance requirements, and the use of proxies.
- 6) For Downtown Campus-only fees, proposals are reviewed by the **DC Student Fee Proposal Review Committee**, which includes at a minimum the following members representing the schools and colleges.
 - SGA Director of Financial Affairs or designee (Co-Chair; voting member in case of ties)
 - Assistant Vice Chancellor for University Life/Dean of Students or designee (Co-Chair, nonvoting)
 - Four students representing the SGA (voting)
 - Two students-at-large who may be members of SGA (voting)
 - Director of Student Life (nonvoting)
 - Associate Vice Chancellor for Budget and Operations or designee (nonvoting)
 - One member of the faculty (nonvoting)
 - [Optional] One or more ad hoc members appropriate to the type of fee proposed (appointed by the co-chairs; nonvoting)
- 7) For Anschutz Medical Campus-only fees, proposals are reviewed by the **AMC Student Fee Proposal Review Committee**, which includes at a minimum the following members representing the schools and colleges.
 - Assistant Vice Chancellor for University Life/Dean of Students or designee (Chair, voting member in case of ties)
 - President of the AMC Student Senate(voting)
 - All members of the Senate Finance Committee (voting)
 - Director, Student Assistance Office (voting)
 - Associate Vice Chancellor for Budget and Operations or designee (nonvoting)
 - One member of the faculty (voting)
 - [Optional] One or more ad hoc members appropriate to the type of fee proposed (appointed by the chair; nonvoting)
- 8) For fees charged to students at both AMC and DC, proposals are not reviewed by the campus committees but by the **UC Denver Student Fee Proposal Review Board**, which includes at a minimum the following members representing the schools and colleges.
 - Assistant Vice Chancellor for University Life/Dean of Students or designee (Chair, voting member in case of ties)
 - Eight student representatives: four from the AMC Senate and four from the DC SGA, including the presidents of the student governments (or

designees) and the others appointed through their respective governments (voting)

- Associate Vice Chancellor for Budget and Operations or designee (nonvoting)
 - Director of Student Life, DC (voting)
 - Director of Student Assistance Office, AMC (voting)
 - Two members of the faculty, one from each campus (voting)
 - [Optional] One or more ad hoc members appropriate to the type of proposed fee (appointed by the chair; nonvoting)
- 9) The campus fee proposal review committee(s) and/or UC Denver Fee Proposal Review Board (in the case of intercampus fees) will convene in a timely manner to review the proposal(s) and vote to affirm recommendations and any concerns then forwarded to the Provost, AVCSA, and Vice Chancellor for Administration and Finance -- allowing adequate time, if needed, for a student referendum. If the proposal(s) pass review with no serious objections a referendum is scheduled and held.
- 10) Approval of any new student purpose/activity fee(s) or increases in fees (in excess of inflation as defined above) or changes to their original scope or purpose requires affirmative support (majority vote) of students voting in a referendum. Students, including off-campus / on-line students, who will be charged the fee(s) and who are enrolled in the term of the scheduled referendum will be eligible to vote. Except that:
- 11) If the proposal(s) is for a change in purpose or scope or increase to an *existing* (previously approved) student purpose/activity fee at the Downtown Campus, a referendum is not required, and proposals and recommendations of the DC Student Fee Proposal Review Committee can be forwarded directly to the Provost and Chancellor for final approval and inclusion on the tuition and fee schedule submitted to the Board of Regents for its subcommittee review and full Board action meetings.
- 12) If a referendum vote is affirmative (approved by a majority of enrolled students, including off-campus / on-line students, who will be charged the fee(s) and who vote), the Provost and Chancellor review and approve the finalized proposal(s) for inclusion on the tuition and fee schedule submitted to the Board of Regents for its subcommittee review and full Board action meetings.
- 13) Student Body Referendum on Fee Proposals
- a) The time and manner of student referenda on fee proposals are coordinated by the AVC for University Life/Dean of Students or designee and the respective student government president(s). The end date for student voting must allow sufficient time for final Provost/Chancellor

approval of the fee(s) and their inclusion on the tuition and fee schedule submitted to the Board of Regents for its review and action.

- b) The proposal(s) along with any other information about the issues and instructions for voting (full disclosure) shall be disseminated to the intended student body and student government representatives no later than ten (10) days before voting begin.
- c) Information distributed by the student government(s) and/or the administration concerning fee proposals shall be factual and unbiased. Campaigning for or against a proposed fee by the institution and student government shall be prohibited. Individual students or members of student government are permitted to express their opinions or support a position as long as they clearly indicate that their views are personal and not official positions of student government.
- d) Any proposal that is defeated by a vote of the student body may not be resubmitted for a student vote until the next regularly scheduled fee proposal and review cycle.

C. Course Fees

- 1) Course fees charged to enrolled students are intended to cover unusual costs associated with specific school, college, departmental, or program course(s), e.g., specialized materials or supplies, lab usage, distance learning technology, etc.
- 2) Revenues from these charges are used only for costs directly related to the course(s) for which they are charged.
- 3) The same course fee is charged for all sections of the course offering.
- 4) Approval of new course fees or increases in existing fees (in excess of inflation as defined above) or changes to their original purpose or scope does not require a vote of students. Approval does require, however, consultation with affected students in the school, college, or program sponsoring the course (typically through the appropriate-level student government or formally established student advisory group) and documentation of views expressed, including any objections and concerns.

- 5) Any school or college, academic department or program, or administrative unit proposing new course fees or a change in purpose or scope or increase to existing fees beginning the following academic year submits proposal(s) to the AVC/Student Affairs no later than the due date set by the *Timeline for Fee Proposals* posted by the AVCSA. Proposals must include the following:
 - Name of school/college, academic department/program, or administrative unit requesting the fee(s).
 - Description of course(s) for which fee(s) will be charged.
 - Purpose of the fee(s) or rationale for fee(s) increase, or change in purpose or scope.
 - Dollar amount of the new fee(s) or fee increase(s).
 - Estimated annual revenue to be generated by the fee(s) and expenditure plan.
 - Implementation and expiration dates of the fee(s).
 - Documentation of consultation with the school/college or program student governing group(s) or formally established advisory group(s) representing the affected students and views expressed.
 - Approval of school Dean.
- 6) The AVC/Student Affairs reviews the proposal(s) in consultation with the VC for Administration and Finance or designee and appropriate representatives from the affected schools and colleges before forwarding them to the Provost for final determination. If approved, proposals are forwarded to the Chancellor for approval and inclusion in the annual fee schedule submitted to the Board of Regents for its subcommittee review and full Board action meetings.

D. Program/Instructional Fees

- 1) Program fees cover school/college or department/degree program academic, instructional, or administrative charges that are not specific to a single course; for example, technology infrastructure and support, school-sponsored instructional support, school/college-wide immunization compliance management, internship placements, counseling services, etc.
- 2) Unless otherwise specified and justified, students charged a program/instructional fee shall not be ineligible for the services, materials, or benefits supported by the fee based solely on their status as members (e.g., majors) or nonmembers of the school/college or department or program charging the fee.
- 3) Approval of any new program fees or increases in existing fees (in excess of inflation as defined above) or changes to their original scope or purpose does not require an affirmative vote of students; approval does require, however, consultation with affected students in and outside the school, college, or program charging the fee (typically through the appropriate-level student

government or formally established student advisory group) and documentation of views expressed, including any objections and concerns.

- 4) Any school or college, academic department or program, or administrative unit proposing new program fees or an increase or change in purpose or scope to existing fees beginning the following academic year submits proposal(s) to the AVC/Student Affairs no later than the due date in the posted *Timeline for Fee Proposals*. Proposals must include the following:
 - Name of school/college, academic department/program, or administrative unit requesting the fee(s).
 - Description of and purpose for program fee(s) that will be charged and the services that will be provided or rationale for the fee(s), fee(s) increase, or change in purpose or scope.
 - Dollar amount of the new fee(s) or fee increase(s).
 - Estimated annual revenue to be generated by the fee(s) and expenditure plan.
 - Implementation and expiration date of the fee(s).
 - Documentation of consultation with the school/college or program student governing group(s) or formally established advisory group(s) representing the affected students and views expressed.
 - Approval of school Dean.
- 5) The AVC/Student Affairs reviews the proposal(s) in consultation with the VC for Administration and Finance or designee and appropriate representatives from the affected schools and colleges before forwarding them to the Provost for final determination. If approved, proposals are forwarded to the Chancellor for approval and inclusion in the annual fee schedule submitted to the Board of Regents for its subcommittee review and full Board action meetings.

III. SPECIAL FEE RESTRICTIONS AND CONDITIONS

A. Fees for Academic Facility Construction

UC Denver permits fee assessments on its campuses to cover academic facilities construction, provided that the following guidelines are met:

- 1) All other financing options have been explored.
- 2) Students approve the use of funds through a student vote (referendum) or student government approval, as specified above in Sections II.B.10 and II.B.11.

B. Bond Fees

Bond fees for auxiliary facilities have specific rules found in C.R.S. §23-1-123. (See Appendix A for link to C.R.S.)

C. Fees for Political Purposes

No separate optional fee or charge for an organization whose primary purpose is to engage in political activity or issue advocacy may be collected in conjunction with other student fees; except that, such a fee or charge may be collected if students are given a choice whether or not to pay the particular fee in the billing process.

IV. NOTICE OF NEW OR INCREASED FEES

- A. Each UC Denver campus shall give at least a 30-day notice prior to posting on bills any new fee assessment or change to an existing fee. Notification will include but not be limited to official campus email. Such notice will specify:
- 1) The amount of new fee or change.
 - 2) The reason for the fee assessment or change.
 - 3) The purpose for which the revenues received will be used.
 - 4) Whether the assessment or increase is permanent or temporary (including expiration date if applicable).
- B. All fees approved in accord with this Plan are itemized separately on student bills.

V. PROCEDURES FOR RESOLVING STUDENT FEE COMPLAINTS

- A. Students with a complaint concerning any mandatory fee or fee process submit their concerns in writing to the Judicial Council of the DC SGA or Executive Committee of the AMC Student Senate or both, depending on the campus location of the fee in question, and to the AVC for University Life/Dean of Students within 90 days after official notice of a new or changed fee.
- B. Written complaints regarding mandatory fees must contain evidence that the fee approval process for a new, increased, or changed fee was not followed in the correct manner or that the fee revenue is not being spent for the service that was approved.
- C. The Judicial Council of the SGA or Executive Committee of the AMC Student Senate or both and the AVC for University Life/Dean of Students will prepare a response to the complaint, including recommendation(s) for its resolution. These parties may consult with the AVCSA and any other campus parties before recommending a resolution to the AVCSA.

D. The Provost is responsible for final approval of complaint resolutions.

VI. PROCEDURES FOR REVIEWING EXISTING FEES

- A. All fees covered by this Plan will be reviewed periodically and at least every four years. Fees will be reviewed with regard to original purpose, intended and current use of fee revenue, impact on students and academic units, adequate student inclusion in and access to the services or goods provided, billing procedures, financial aid issues, problematic impacts, and other fee-specific factors.
- B. The manner and timing for the reviews of student purpose/activity fees shall be coordinated between the Associate Vice Chancellor for Student Affairs or designee and the Associate Vice Chancellor for Budget and Operations or designee in consultation with respective campus student government representatives, standing fee review committees, and other parties relevant to the type and purpose of the reviewed fee(s). Recommendations will be forwarded to the Provost for a final decision on continuance or termination of the fee(s).
- C. The manner and timing for the reviews of program/instructional and course fees shall be determined by the Provost and conducted in consultation with appropriate campus parties (e.g., student government representatives, deans, and other academic administrators) affected by or associated with the reviewed fee(s). Recommendations will be forwarded to the Provost for final decisions on continuance or termination of the fee(s).

VII. DISCONTINUANCE OF FEES

- A. Requests to discontinue student-purpose/activity fees, course-specific fees, or program/instructional fees before their expiration date can be submitted at any time for review and action to the AVC for Student Affairs (or designee), VC for Administration and Finance, and Provost. The request must include the following:
- Name of school/college, academic department/program, administrative unit, or student governance body requesting the fee discontinuance.
 - Proposed effective date (academic term).
 - Rationale for discontinuance.
 - Budgetary impact, if any.
 - Impact on student activities and campus life, if any.
 - Documentation of consultation with the Associate Vice Chancellor for Student Affairs, Associate Vice Chancellor for Budget and Operations, Bursar, and Director of Financial Aid.

- B. The Provost will consult with the Provost Team, the VC for Administration and Finance, and other appropriate parties, such as standing governance and review committees, deans and other administrators in affected schools and colleges, and campus or program student government and/or advisory group representatives, before forwarding the proposal(s) to the Chancellor for approval. If the campus student government representing the affected students does not agree with a request for discontinuance of any student purpose/activity fee, the Provost, at his/her discretion and based on the type and nature of the fee(s), may request a student referendum as part of the discontinuation approval process. Such a referendum will follow the procedures outlined in Section II.B.13.

VIII. CHANGES TO THE INSTITUTIONAL STUDENT FEE PLAN

Any modification to this Plan must be made in cooperation with the UC Denver administration and the DC and AMC campus student governments and approved by the Chancellor, Provost, and student government presidents before submission to the Board of Regents for final approval. A copy of the approved plan is submitted to the Colorado Department of Higher Education.

Appendix A. Student Fee Laws, Policies, and Regulations

State of Colorado Revised Statutes (CR 23-1-123)

<http://198.187.128.12/colorado/lpext.dll?f=templates&fn=fs-main.htm>

Colorado Department of Higher Education

<http://highered.colorado.gov/Publications/Policies/Current/vi-partc.pdf>

University of Colorado Board of Regents

<http://www.cu.edu/regents/Laws/Article12.html>

**Appendix B. Plan Endorsements from the DC and AMC
Student Government Presidents**