



UNIVERSITY OF CALIFORNIA

# COUNCIL ON STUDENT FEES

---

## STANDING POLICY 8

CSF POLICY ON STUDENT REVIEW REQUIREMENTS FOR CAMPUS-BASED FEES

**Approved: February 22, 2015**

*The Council on Student Fees is the official system-wide body, which represents student opinion in areas of student fees, including campus-based fees. Self-assessed fees exist in order to enhance the lives of students attending the University by providing a stable funding source for extracurricular activities, advocacy related activities, and programming. The Council on Student Fees has agreed upon the following list, which denotes the requirements and procedure for bringing proposed referenda to the student body and requirements for language within the referendum.*

This memo sets a minimum standard for campus-based fees and establishes an oversight committee of student representatives over all standing and future campus-based fees. The guidelines below are meant to ensure a uniform process for establishing a campus-based fee, and shall be evaluated on Standing Policy 6 of the Council on Student Fees (CSF) Charter. As a standing policy in the Council on Student Fees Charter, all University of California campuses are expected to enforce consistent oversight of campus-based fees.

These guidelines apply to the establishment, increase, or cessation of student campus-based fees for supporting student-related programs and services.

These guidelines are provided in accordance with the University of California Policy 80 on Compulsory Campus-Based Student Fees, which states "Chancellors shall establish in campus implementing regulations, prior to any student referendum, procedures that meet at least the . . . minimum system-wide standard for such referenda." They also are in accordance with the CSF Charter to enact oversight over all campus-based fees.

1. A proposal for the establishment or increase of a campus-based fee initiative may be submitted to the Chancellor for approval from any of the following sources:
  1. From the *Associated Students (AS) Legislative Council*, or equivalent body, for undergraduate student campus-based fees;
  2. From the *Graduate Students Association (GSA) Council*, or equivalent body, for graduate student campus-based fees;
  3. From both the *AS Legislative Council*, or equivalent, and the *GSA Council*, or equivalent, for campus-based fees affecting all students;
  4. A petition signed by at least 8% of the undergraduate students and/or at least 8% of the graduate students; individual campus' respective thresholds, if higher, shall be used;
  5. Proposal of the Chancellor that has been reviewed by the applicable student representative bodies stated above.



UNIVERSITY OF CALIFORNIA

## COUNCIL ON STUDENT FEES

---

Prior to submission of all campus-based fee proposals to the Chancellor from the five sources stated above, the proposal shall be submitted to the Student Fee Advisory Committee (SFAC) for review to ensure that the fee is in accordance with all guidelines stated in this Standing Policy and Standing Policy 6 in addition to being fiscally responsible.

2. The content of the campus-based fee initiative shall be submitted to the Chancellor for approval. Information shall include sponsoring organization, purpose of fee, amount of fee, effective period of fee, reaffirmation period (and sunset clause if campus-based fee is servicing debt), ballot language, and voting procedures. In addition, if undergraduate and graduate students are voting on the same initiative, both *AS Legislative Council* and *GSA Council*, or equivalent bodies, shall determine, prior to the election, whether the results of the balloting shall be combined or considered separately. Balloting for an initiative shall not take place without prior approval of the Chancellor.
3. Per 84.12 of the University of California Policy of Compulsory Campus-Based Fees, a minimum voting pool of at least 20% of all students eligible to vote in a particular student election must be attained unless the voter eligibility is limited to graduate and/or professional students, in which case the Chancellor (in consultation with the graduate and professional student government body) can adjust the minimum voting pool.
4. Campus-based fees not tied to debt services may be reduced, eliminated, or raised by amending the referenda, governed by the guidelines above.
5. If referenda fees are meant to service debt, those fees must end when the debt obligation has been fulfilled. If there is no vote to reaffirm the fee by the 30<sup>th</sup> year after the fee's initiation, the fee will sunset. If referenda debt is refinanced, it should be done so in good faith and the fee tied to that debt should be reduced or adjusted accordingly.
6. All referenda must have an appropriate reaffirmation period as specified by each campus' respective SFAC.
7. The Oversight Committee on Campus-Based Fees is comprised of at least one representative from the SFAC, *AS Legislative Council* and the *GSA Council* (or equivalent bodies), student advisory boards for entities that receive current campus-based fees, and an advisor from the Budget & Planning Office. They are to meet in the Fall Quarter to review all previous and new referenda passed in the Spring Term of the previous academic year. The Oversight Committee shall also meet on a per-need basis throughout the academic year. Their review will be to ensure that the referenda are being assessed as written in the ballot language and the guidelines stated above. The Oversight Committee will submit a summary of their review to the Chancellor and their respective areas of representation. The Oversight Committee may be housed under the campus's Budget & Planning Office, or equivalent.

The Council on Student Fees, in coalition with UCSA, is the UC-recognized student



UNIVERSITY OF CALIFORNIA

# COUNCIL ON STUDENT FEES

---