

Guide to Creating a Student Fee Referendum at UC Irvine

Revised October 2025

****NOTE****

This document is intended to serve ONLY as a resource guide for students interested in initiating a compulsory campus-based student fee, AKA student fee referendums. This does not replace or supplement any University or UCOP policy and/or decisions on such fees. Information in this guide can change throughout the process. Please reach out to Stephanie N. Van Ginkel at svangink@uci.edu for all student-fee referendum information.

Introduction

A compulsory campus-based student fee is a fee levied at individual campuses that must be paid by all registered students who are subject to it. The fee may be used to fund student-related services, programs, and facilities. All student fee referendums must adhere to all UCOP and University policy, as well as:

- <https://conduct.uci.edu/code-of-student-conduct/>

In most circumstances, compulsory campus-based student fees are established, increased, or renewed following a student vote. This guide will help students navigate the approval process and provide templates to assist in creating a referendum. Included as part of this guide are:

- Timeline
- Items to include as part of the ballot language and subsequent packages for approval
- Frequently asked questions (FAQ)
- Attachments
 - Campus guidelines
 - Sample templates (Ballot, Letter to Chancellor for ballot approval)

If you are looking to initiate any type of student fee, it must be sponsored by a department/program already established or to be newly created under an established department/program. You must speak with the department associated with, or that will manage, the fee (i.e., what the fee will affect) prior to formal development, ensuring the fee can be managed and developed under an existing structure or, if necessary, a new one. For example:

- Basic Needs student fee would work with the Basic Needs department under SLL
- Student fee to fund student use of OCTA would work with TDS
- An expansion or new construction of a building would work with the existing building/department or department it would be under, i.e., expansion of the ARC or CCC, or creating a new building that is associated with Student Affairs, such as a Wellness Building
- Expanding infrastructure and/or operations to an existing program/department, or the creation of new, would work with the existing department or department it would be under

Please review all University policies specific to campus-based student fees, ASUCI and/or AGS Election Codes, including graduate professional student governments, and pertaining documents to comply with the rules of running a proposed student fee referendum. The Associate Dean of Students/Executive Director of Student Government Student Media (SGSM) will work side-by-side with you from the beginning to the end of the process to ensure all items are completed and met on the timeline.

****NOTE****

Student fee referendums are represented by students ONLY. Communication will be with the students representing the referendum, and the administration will be communicated with when specific documentation may be needed affecting the referendum that a student is unable to obtain in order to successfully represent the referendum, i.e., a fee-funded facility.

Timeline

The proposed student fee referendum must follow the appropriate timelines to ensure that the various entities involved in the approval process have sufficient time to review the proposal and address any concerns. If the timelines are not followed, it cannot be guaranteed that the referendum will be approved at any stage.

****NOTE****

The following timelines may be adjusted as determined by the University and/or UCOP. Student representatives are required to meet the timelines; however, if they cannot be met due to waiting for reviews by the University and/or UCOP entities, this will be communicated to the student representatives by the Associate Dean of Students/Executive Director of SGSM.

Fall Quarter: **Proposal Development Phase**

Create a written proposal and develop ballot language (see Attachment 1 - ballot language template). There is a specific template to use, and we will guide you on how to use the template and what you need to include in a final packet for submission. Each ballot language will be unique to the referendum.

Week 7: Proposed language with supplemental items in packet form **must** be submitted to the Vice Chancellor of Student Affairs via the Associate Dean of Students/Executive Director of SGSM, who will work with the UC Irvine Budget Office (DFA), SFAC, UC Irvine General Counsel, UC Irvine Planning Office (DFA), UCOP General Counsel, UCOP Budget and Planning, and UCOP Student Affairs, for review to ensure that the procedures and criteria are consistent with University policy.

Please prepare and submit your proposal items, but not limited to:

- A cover letter that outlines your goals and any department(s) associated with the fee, i.e. Basic Needs Fee Referendum would be with Basic Needs
- Your UCI contact information, including name, affiliation to the referendum, and UCI email
- Proposed title of the student fee referendum
- Ballot language
- Current guidelines for compulsory campus-based fees
- Guidelines governing the distribution of funds
- 10-year budget of the program/service with proceeds of the fee

Week 10: Follow up with the Office of the Vice Chancellor of Student Affairs via the Associate Dean of Students/Executive Director of SGSM to see if ballot language has been reviewed by all UC Irvine and UCOP entities to determine future timelines.

Winter Quarter: **Approval to Place on Ballot Phase**

This is a critical quarter for gaining approval to put your referendum out for a student vote. Approval may be obtained using one of the following options:

Option 1: Approval from the student government by submitting legislation to:

- ASUCI Senate for fees affecting only undergraduate students
- AGS Council for fees affecting only graduate students
- Both ASUCI and AGS Senate/Council for fees affecting all students
 - Graduate professional student governments must gain approval from their respective Council prior to receiving approval from AGS Council

Option 2: Petition signed by the student body (only current, matriculated students at the time of signature will be accepted; all will be validated by SGSM via OIT)

- At least 8% of the registered undergraduate students for fees affecting only undergraduate students
- At least 8% of the registered graduate students for fees affecting only graduate students
 - Graduate professional student governments must gain 8% of their professional school's registered graduate students for fees affecting only their professional students
- At least 8% of the combined registered graduate and undergraduate students for fees affecting all students (joint initiatives and fee-funded facilities, but not limited to)

The following are important deadlines during the Winter Quarter:

Week 1: Submit all documents to the Chair of the Student Fee Advisory Committee (SFAC) for review. The Chair of SFAC must add it to the SFAC agenda for review, and the Chair of SFAC will issue their written comments. This **must** be completed and approved by SFAC before moving forward with Option 1 or 2.

- A series of unbiased pros and cons must be presented to SFAC. SFAC shall be able to publish the list of pros and cons in the student newspaper. If the members of SFAC feel that the list is biased, SFAC will have the ability to modify the list for the sake of removing bias.

Week 3: Option 1

- Submit the legislation¹ (in the form of a written resolution²) to the ASUCI Senate and/or the AGS Council for consideration at their meeting(s) during Week 4 and for their vote on the resolution during their next meeting. This language must be the final, approved language by all governing bodies (UC Irvine /UCOP/SFAC), which must review prior to this point. This will be the final language presented on the ballot in the Spring and to the Chancellor for further approval.

Option 2:

- Begin petitioning the student body

Week 5: Option 1:

- Confirm approval by the ASUCI Senate/AGS Council

Option 2:

- Complete petitioning and work with the Executive Director of SGSM to confirm the petition

Week 6: The Associate Dean of Students/Executive Director of SGSM will draft a letter to the Chancellor with an attached copy of the referendum guidelines, ballot language, and all needed items as noted and will submit to the Office of the Vice Chancellor of Student Affairs, who will endorse it and work with the Chancellor to authorize the initiative.

Week 7: Follow up with the Vice Chancellor of Student Affairs' office via the Associate Dean of Students/Executive Director of SGSM to ensure that your authorization request has been received. On it is signed by the Chancellor, it will be given to the student representatives to submit to the appropriate Elections Commission.

Week 9: Submit the Chancellor's approval of the ballot and accompanying documents to the ASUCI and/or AGS Elections Commissioner before Friday, 4:59pm of Week 10. This is a hard deadline, so the appropriate information can be included in the Spring Elections ballot. There will be no exception to the deadline.

¹ Legislations must be submitted by a member of the ASUCI Senate/AGS Council for consideration by the Senate/Council; however, it is customary that your representative (as determined by your academic area of study) will serve as author should you not find a Senate/Council member who is supportive of your efforts. It is recommended that you work with the member to draft the resolution.

² The resolution should include the reason the fee is being proposed, the purpose of the fee, and the action requested from Senate/Council (i.e., approval for placement on the ballot). To the extent possible, it should also try to address the items that ASUCI Senate/AGS Council will be considering when decided to place a referendum on the ballot (see questions below). Models of previous legislations are available online via the ASUCI and AGS websites.

****NOTE****

THE REFERENDUM CANNOT BEGIN CAMPAIGNING UNTIL IT HAS BEEN DECLARED ON THE UC IRVINE ELECTIONS' WEBSITE BY EITHER OPTION 1 OR 2 ABOVE AND RECEIVED ALL APPROVALS VIA SIGNATURE, OR ELSE IT IS IN JEOPARDY OF BEING DISQUALIFIED.

Spring Quarter: **Voting Phase**

During this phase, the referendum campaign team may begin campaigning under the University's campaign policy. Voting will be Week 3 of the quarter, Monday through Friday.

Week 3: ASUCI/AGS Spring Elections

For undergraduate student fee referendums, at least 20% of students affected by the fee must submit a ballot. At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."

For graduate fee initiatives, at least 20% of students affected by the fee must submit a ballot. At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."

For initiatives that are a joint-action, proposed by both undergraduates and graduates, at least 20% of students affected by the fee must submit a ballot. At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."

For a fee-funded facility fee initiative, at least 20% of the total combined registered undergraduate and graduate students affected by the fee must submit a ballot. At least 60% of those students who voted "yes" or "no" on the referenda in question must have voted "yes".

Week 5: If the fee is approved by ballot, the Associate Dean of Students/Executive Director of SGSM shall be responsible for sending the ballot language, certifying documentation, and any other supporting documents to the Chancellor and Budget Office, who will, in turn, submit the fee initiative to the UC Office of the President for review and approval. If appropriate, the Office of the President will obtain approval from the Regents.

Things to include as part of the Ballot Language (not limited to)

Ballot language for the proposed fee initiative must be impartial and include the following information (see Attachment 1 for a template):

- Sponsoring department/program
- Purpose of fee
- Amount of fee
- Effective date of fee
- Which quarter(s) the fees will be charged
- Who will pay the fee (undergraduates, graduates or both)
- Wording on the ballot
- Voting procedure
- Information on how much of the fee will go to return-to-aid (a minimum of 25% and usually no greater than 33%)
- Information on how much of the fee will go toward the University of California Office of the President (UCOP) assessment to support UCOP, if applicable
- Inflation index language - CPI (implemented by the Chancellor of UC Irvine)
- How student oversight and public reporting on allocations will be established (implemented by the University of California Council on Student Fees Policy 7 and by the Chancellor of UC Irvine)
- Each proposed new compulsory campus-based fee, or proposed increase to or renewal of any existing fee (except as specified in Section 83.00 of the UCOP & UC Irvine Policies) must be voted on by students as a separate ballot measure in a student election. Exceptions to this requirement include where the proposed fees or fee increases or renewals strongly and clearly support a common student life, student services, or other programmatically related goal (see Section 84.14 of the UCOP & UC Irvine Policies for more information).

When considering proposed fee initiatives requesting placement on the ballot, ASUCI and/or AGS will evaluate them on a content-neutral basis. Decisions will be based on the feasibility of the proposal and the following considerations:

- Who did you consult with to create the fee amount, guidelines, and ballot language?
- Are you sure the fee amount will be sufficient for your proposed initiative? For example, if you intend to fund a full-time staff member's salary, have you accounted for benefits and future increases? Also, how will you deal with the rising costs of goods and services (e.g., adjusting for inflation to meet the needs of the program, service or building maintenance in the foreseeable future)?
- Does the referendum meet all the necessary requirements, including return-to-aid?
- Is there a sound plan for administering the fee revenue should the initiative pass? If an existing campus entity does not administer the fee revenue, is the fee initiative accompanied by creating a body that could allocate the funds successfully? Is there a set of guidelines that adequately outlines the structure and operation of this new entity?
- Is the proposed fee amount reasonable within the context of other student fees?
- Is the "sunset clause" for the fee initiative included? Does it specify whether it will be re-evaluated by the student body after a set number of years? If the fee is for a construction bond, does the ballot language specify when students will stop paying the fee?
- When considered within the overall framework of the University, is it reasonable to expect students to pay for the proposed service, program, building, etc.?
- Is the quarterly fee rounded to the nearest dollar? This helps reduce the administrative cost of reconciling the account.

Frequently Asked Questions

1. **What if I cannot meet the deadlines or the recommended timeline for the referendum process?**
 - a. While the suggested timeline is recommended, all the deadlines allow for adequate time for the appropriate parties to approve the referendum. **After Friday at 5:00pm of Week 10 of Winter Quarter, no item will be placed on the ballot that has not received appropriate approval in writing from all the required parties.** It is the responsibility of the person and/or group sponsoring the referendum to ensure that the process is moving forward in a timely fashion.
2. **What if the referendum is a combined graduate and undergraduate student fee initiative?**
 - a. If it is a combined referendum, you need both the AGS Council and ASUCI Senate to approve the referendum guidelines and ballot language (or receive a petition signed by a combined 8% of the undergraduate and graduate student body).
3. **How may we spend the fees?**
 - a. All fees must follow UC Irvine Policies Applying to Campus Activities, Organizations, and Students: <https://conduct.uci.edu/code-of-student-conduct/>
4. **Can students get a refund if they do not agree with the fee?**
 - a. Reference the UC Irvine Policies Applying to Campus Activities, Organizations, and Students: <https://conduct.uci.edu/code-of-student-conduct/>
5. **Why do we have to return at minimum 25% of the fee to aid?**
 - a. Beginning April 14, 2006, any compulsory campus-based student fee approved as either a new fee or an increase to an existing fee shall provide for fee revenue for local need-based financial aid ("return-to-aid") to be set aside in an amount equal to at least 25% of the total new fee or fee increase, as appropriate. This provision ensures that financial aid packages issued to students with financial need will be sufficient to cover the additional cost of the fees. Reference the UC Irvine Policies Applying to Campus Activities, Organizations, and Students: <https://conduct.uci.edu/code-of-student-conduct/>
6. **What are the campaign rules?**
 - a. Make sure you are briefed on all the election rules regarding fee initiatives as established by ASUCI and/or AGS. Information may be found in the ASUCI and AGS Elections Code, available on their respective websites (www.asuci.uci.edu and www.ags.uci.edu), as well as in other supporting documents.
7. **Can departments support/endorse/fund my campaign?**
 - a. Should UC Irvine administrative office(s) spend funds to produce printed materials in support of a fee initiative, it shall make available, through student government, an equal amount of funds to produce printed material against the fee initiative. The amount of the funds shall be limited to the cost of printing these materials. A neutral "Information Brochure" about the initiative shall be exempt from this policy. An endorsement form must be completed prior to a fund transfer. Fund allocations are administered through the SGSM Business Office. All funds must be disclosed on a Financial Statement by the student leading the referendum.
 - b. **Non-student University staff and/or faculty may advise the student representing the referendum, but may not campaign for the referendum, endorse, or be the official representative of the campaign. Only a department can endorse.**
 - c. If a department chooses to endorse only, they must complete an official endorsement form and follow the election rules for completion.
 - d. Please review all election codes and documents for ASUCI and/or AGS for further information.
 - e. **If you are part of the student government that is endorsing the fee, i.e., Student Executives or Council, you must receive financial and overall endorsement of the fee initiative to be able to access budgetary funds for campaigning, which must be equal amounts of money set aside and made publicly available to run a campaign against the referendum. This will occur through the legislative body.**
 - i. **If a student government is running the referendum for their fee, they must receive approval from the Council/Senate to have the fee on the ballot, approval of endorsement**

of the fee, and approval for funding to be placed aside if they so choose to access funds, following all campaign rules.

8. Are there additional requirements for new fee-funded buildings and significant renovations?

- a. The actual language of any ballot measure that is intended to fund either the construction of a new building or other facility or a significant renovation of an existing building or other facility must explicitly state:
 - i. Whether the fee will be continued following the retirement of the original debt on the new construction or significant renovation, and
 - ii. If the fee is to be continued, the purpose or purposes for which the fee will be used, as well as the mechanism that will be used to determine the level at which the fee will be set following retirement of the original debt (please note that, as a general principle, campuses are encouraged to continue such fees at an appropriately adjusted level following retirement of the original debt, to provide for the actual costs associated with long-term building or other facility maintenance needs).
 - iii. Referendums must be initiated only when students can benefit from and use the new or renovated building or other facility, except as specified immediately below. All student referendum results are advisory to the Chancellor and, conditional on the Chancellor's recommendation, are subject to final approval by the UCOP under the authority delegated to the President by The Regents. We recommend you consult with the Office of the Vice Chancellor of Student Affairs for any proposals for fee-funded buildings or significant renovations to be sure you have acquired space allocation and have properly budgeted for all construction, renovation, and maintenance costs. Reference the UC Irvine Policies Applying to Campus Activities, Organizations, and Students: <https://conduct.uci.edu/code-of-student-conduct/>

Attachment 1

Ballot Language Template

Subject to change at any time – the Associate Dean of Students/Executive Director of SGSM will do a final review before submitting. UC Irvine/UCOP will finalize all language at their discretion. Once the language is final, it cannot be altered.

[TITLE OF FEE] STUDENT FEE REFERENDUM

[Sub-Title (Optional)]

Do you approve the creation of a \$[dollar amount] per [student type(s)] student per quarter fee [(total annually)] effective [quarter/year of implementation] and with annual inflationary increases starting in [quarter/year of implementation] to support the [explain the purpose of the fee]?

[Summary of what fee is for and anything additional for the voter to know to make an informed decision, i.e. history]

- The fee will be assessed to [undergraduate students, graduate students or both]
- The fee will be assessed during the [list the quarters], starting [quarter/year of implementation].
- The fees collected will be managed by [list existing campus entity or reference a body that will be created]. An audit of the use of these fees will be provided upon request by a professional staff designee of the GOVT/DEPARTMENT.
- **IF A GOVT:** The fees collected will be managed by the [Govt name]. The elected executive officers of the [Govt name] manage their fee since they are a student government that normally manages their budget.
- The proposed fee level is intended to fund student services as described in this referendum; however, in the event there is a year-end balance, the balance will be carried forward to the next year to be used on expenses within the scope of this fee as determined by [the majority student advisory board for this fee, which the managing group will be comprised of at least a student majority] [list existing campus entity or reference a body that will be created].
- In accordance with University of California policy requiring a minimum return-to-aid of 25% for new or increased campus-based fees, a portion of this fee will be provided for aid. This fee will have [percentage] of the fee returned to financial aid to help offset the cost of this fee for graduate students who are eligible for financial aid.
- Starting [quarter/year of implementation], the fee will increase annually based on the California Consumer Price Index (CPI). The CPI will be taken from the California Department of Finance's calendar year annual average of all urban consumers CPI-U. CPI-U is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.
- [List existing campus entity or reference a body that will be created] is responsible for providing an annual report to the Chancellor on its programming and operations to ensure the proper and effective use of the fees collected. In addition, this report will be presented to the [respective student government legislative body(ies)]. Upon request, this report shall be available.
- *A majority student advisory board under the [list existing campus entity or reference a body that will be created] shall oversee the operating budget, reserves, and administration of the fee-funded activities, and will be responsible for writing and distributing an annual report on the activities funded by this fee initiative.
- This fee will sunset (expire) on its 30th year (XXXX-XX) unless the [student type(s)] student body reaffirms this fee. This fee can be reaffirmed as early as the 26th year (XXXX-XX); otherwise, if there is no vote to reaffirm this fee by the end of its 30th year (XXXX-XX), the fee will terminate.

- In order to pass, this referendum will require at least a 20% eligible, affected total registered [student type] student body voter turnout rate by submitting a ballot during the [specific government] Spring Elections, of which [choose appropriate vote threshold]

For undergraduate student fee referendums, at least 20% of students affected by the fee must submit a ballot. *At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."*

For graduate fee initiatives, at least 20% of students affected by the fee must submit a ballot. *At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."*

For initiatives that are a joint-action, proposed by both undergraduates and graduates, at least 20% of students affected by the fee must submit a ballot. *At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."*

For a fee-funded facility fee initiative, at least 20% of the total combined registered undergraduate and graduate students affected by the fee must submit a ballot. *At least 60% of those students who voted "yes" or "no" on the referenda in question must have voted "yes".*

☐ Yes, I support a new per-quarter fee, as described in this referendum, starting at \$[dollar amount] per [student type(s)] student for the [Title of Fee].

☐ No, I do not support a new per-quarter fee, as described in this referendum, of \$[dollar amount per [student type(s)] student for the [Title of Fee].

☐ Abstain (I do not wish to vote on this item)

** If applicable, depending on the type of referendum fee*

UNIVERSITY OF CALIFORNIA, IRVINE
GUIDELINES FOR COMPULSORY CAMPUS-BASED FEES

This memo supersedes the memo entitled "Guidelines for Compulsory Campus-Based Fees" signed by Chancellor Gillman on January 9, 2025.

These guidelines apply to the establishment, increase, decrease, modification, or cessation of student compulsory campus-based fees for supporting student-related programs and services. Examples include sports programs, child care programs, and student fee-funded facilities. These guidelines apply to all compulsory campus-based fees for student fee-funded facilities, student-related programs and services, or student governments.

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."

- I. Establishment or increase of a compulsory campus-based fee:
 - a. A proposal for the establishment or increase of a compulsory campus-based fee initiative may be submitted to the Chancellor for approval from one of the following sources:
 - i. Enrolled student or group of student sponsors who have received approval from:
 1. ASUCI Senate for undergraduate student compulsory fees;
 2. AGS Council for graduate student compulsory fees;
 - a. a graduate professional Council, in addition to AGS Council, for compulsory fees affecting only that specific student group;
 3. both ASUCI Senate and AGS Council for compulsory fees affecting all students;
 - ii. Enrolled student or group of student sponsors who petitioned the student body with:
 1. the petition signed by at least 8% of registered undergraduate students for undergraduate student compulsory fees only;
 2. the petition signed by at least 8% of registered graduate students for graduate student compulsory fees only;

- a. the petition signed by at least 8% of the registered graduate students from a graduate professional school for compulsory fees affecting only that specific student group;
 3. the petition signed by at least 8% of the total registered student body compulsory for fees affecting all students;
- iii. Directive of the Chancellor.
- b. Prior to submission to the Chancellor, the proposal shall be submitted to the Vice Chancellor of Student Affairs, who will work with the Budget Office for further review by Campus Counsel and relevant campus administrative departments that may be impacted by the proposed fee (e.g., Capital Planning for facility-related proposals). The Budget Office will coordinate with the Student Fee Advisory Committee (SFAC) and the Office of the President for review.
- c. The content of the compulsory fee initiative shall be submitted to the Chancellor for approval. Information shall include, but not limited to the: student sponsor, their title, purpose of the fee, amount of the fee, return-to-aid percentage, the effective date of the fee, reaffirmation date (with the exception of compulsory fees serving debt), wording on the ballot, and voting procedures. Balloting for an initiative shall not take place without prior approval of the Chancellor.
- d. Should UC Irvine administrative office(s) spend funds to produce printed materials in support of a fee initiative, it shall make available, through student government, an equal amount of funds to produce printed material against the fee initiative. The amount of the funds shall be limited to the cost of printing these materials. A neutral "Information Brochure" about the initiative shall be exempt from this policy. Expenditures shall be administered through the student government's business office.
- e. Fee initiatives:
 - i. For undergraduate fee initiatives, at least 20% of registered undergraduate students affected by the fee must submit a ballot;
 1. At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."
 - ii. For graduate fee initiatives, at least 20% of registered graduate students affected by the fee must submit a ballot;
 1. At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."
 - iii. For initiatives that are a joint-action proposed by both undergraduates

and graduates, at least 20% of the total registered student body affected by the fee must submit a ballot;

1. At least a majority (50% plus one vote) of those students who voted "yes" or "no" on the referenda in question must have voted "yes."

iv. For fee-funded facilities, at least 20% of the total registered student body affected by the fee must submit a ballot;

1. At least 60% of those students who voted "yes" or "no" on the referenda in question must have voted "yes."

v. If approved by students, the results shall be sent to the Chancellor for approval. The Chancellor will then forward the compulsory fee recommendation to the Regents for their approval.

II. Decrease or Elimination of an existing compulsory campus-based fee:

- a. Compulsory fees not tied to debt services or necessary to meet legal requirements and contractual obligations may be reduced, eliminated, or increased by amending referenda governed by the above guidelines. In addition, all proposals for elimination, reduction, or increase shall be submitted to the Student Fee Advisory Committee (SFAC) and relevant campus administrative departments for review and recommendation before submission to the Chancellor by applicable student government(s) for final review and approval.
- b. Prior to submission to the Chancellor, the proposal shall be submitted to the Vice Chancellor of Student Affairs, who will work with the Budget Office for further review by Campus Counsel and relevant campus administrative departments that may be impacted by the decrease or elimination of the fee (e.g., Capital Planning for facility-related proposals). The Budget Office will coordinate with the Student Fee Advisory Committee (SFAC) and the Office of the President for review.
- c. If referenda fees are tied to debt service, those fees must end when the debt obligation has been retired. If fees are not tied to debt service, the fees must be reaffirmed through referenda starting at a maximum of 26 years after the fee is enacted. If there is no vote to reaffirm a fee by the 30th 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.

III. Waiver of an existing compulsory campus-based fee:

- a. Compulsory fees may be considered for a waiver if the following conditions are met:
 - i. The campus has a vested interest in students taking a course or set of courses and/or requires students to take a course or set of courses

that trigger a compulsory campus fee; and

- ii. The purpose of the campus requirement or reason for students to take the course(s) includes the explicit expectation that students not be charged for the activity. In particular, there needs to be no other costs to the student imposed by the campus for taking the course(s).
- b. If these two conditions are met, a proposal for waiving the compulsory fees may be sponsored by:
- i. Academic Senate Chair;
 - ii. A Vice Chancellor or a Vice Provost; and/or
 - iii. Directive of the Chancellor
- c. Any proposal shall include the justification of the activity, including what it is a requirement for and how it services the mission of the University and a justification of the activity not having any associated charges. The proposal will be submitted to SFAC and relevant campus departments for review and recommendation prior to submission to the Chancellor for a final decision.
- d. Any waiver of compulsory fees under this provision shall only apply to the specific course(s) required by the activity. If additional activity or courses on the part of a student triggers compulsory fees, the student will be responsible for the fee.

The Chancellor has the authority to change this process as per PACAOS 85.00.

Recommendation for Approval:

DocuSigned by:
Alondra Elena Arevalo
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Alondra Arevalo
ASUCI President, 25-26

DocuSigned by:
Amelia Roskin-Frazee
CEB830323E0A444...

Amelia Roskin-Frazee
AGS President, 25-26

DocuSigned by:
Willie L. Banks Jr., Ph.D.
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Willie L. Banks Jr., Ph.D.
Vice Chancellor, Student Affairs

Approved:

Howard Gillman
Howard Gillman
Chancellor

10/15/2025
Date