

UC Davis Policy and Procedure Manual

Chapter 280, Student Affairs

Section 15, Compulsory Campus-Based Student Fees and Referendum Elections

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Responsible Department: Student Affairs

Source Document: UC Policies Applying to Campus Activities, Organizations, and Students (PACAOS), Section 80.00, Policy on Compulsory Campus Based Student Fees

I. Purpose

This section describes the policy and procedures that apply to establishing, changing, eliminating, and allowable uses of compulsory campus-based student fees.

This section does not apply to Universitywide fees, to non-referendum-based campus health insurance fees that may be assessed to meet a non-academic condition of enrollment established by either The Regents or the President, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor's or the President's approval.

II. Definitions

- A. Compulsory campus-based student fee—a fee levied specifically at UC Davis that must be paid by all registered students to whom the fee applies. These fees may be used to fund any of the following:
1. Student-related services and programs.
 2. Construction and renovation of student buildings and facilities.
 3. Authorized student governments, registered student organizations (RSOs), or the programs, events, or activities related to these organizations (see Section [270-05](#), Exhibits A and B).
- B. Student—an individual who meets any of the following criteria:
1. Is enrolled in or registered with an academic program of the University.
 2. During the recess period between academic terms, has completed the immediately preceding term and is eligible for reenrollment.
 3. Is on approved educational leave or other approved leave status (e.g., Planned Educational Leave Program), or is on filing fee status.

III. Policy

- A. These fees can generally be established, changed, or eliminated by student referendum only. The following exceptional circumstances allow for fees to be established without a student referendum:
1. When a change in the campus-based fee was established in the original referendum document.
 2. When the Chancellor determines that the establishment of or increase in the fee is necessary for the health and safety of students (e.g., maintenance of the safety of a building or facility funded wholly or in part by the student fees). When possible, the cost to students will be in proportion to the student use for a multiple-use facility.
 3. When the fee is necessary to meet legal requirements for buildings and facilities funded wholly or in part by student fees (e.g., new code requirements, contractual obligations). When possible, the cost to students will be in proportion to the student use for a multiple-use facility.

- B. Approval of new or increased existing compulsory campus-based student fees must provide appropriate revenue for local need-based financial aid as described in PACAOS 80.

IV. Planning Procedures for a Referendum

A. Student consultation with the Student Affairs Office

1. Students planning a student referendum involving a campus-based fee must consult with the Student Affairs Office to obtain a copy of the [Guide to Creating a Student Fee Initiative](#). This document outlines the following determinations:
 - a. The content of the referendum.
 - b. Voting conditions.
 - c. The scope of referendum (programs and services included).
2. Appropriate students and student groups must be included in discussions and kept informed on the issues and plans related to the referendum. Student representatives and groups to be included will depend on the nature of the referendum. At a minimum, all proposed compulsory campus-based fees must be presented to the Council of Student Affairs and Fees prior to submitting to the Vice Chancellor—Student Affairs.

B. Educational outreach

1. An educational program must be developed and implemented to provide ample time for students to understand issues and options related to the referendum.
2. The educational program must include the following:
 - a. Preparation and distribution of informational materials.
 - b. Selection and training of students to lead discussions.
 - c. Outreach activity to broad student subgroups.
 - d. Press release to provide information on fiscal issues.
 - e. Encouraging and promoting voter turnout for a referendum election.
3. The students planning the referendum are responsible for the implementation of the educational program. Student Affairs staff may provide assistance as requested in the facilitation, organization, and coordination of the referendum process but should not act as advocates.

C. Any student referendum that will fund construction or renovation of a building or facility must:

1. State whether the fee will be continued after retirement of the original debt.
2. Describe the purpose of the continued fee (e.g., building maintenance) and the mechanism for determining the fee level of a continued fee.
3. Require that students will not begin paying the fee until they can benefit from the construction unless it is explicitly stated in the ballot measure that students will pay a percentage of the fee in advance to support the costs associated with the construction.

V. Referendum Elections

- A. Voting arrangements may be conducted by student governments according to agreed upon procedures (e.g., ASUCD referendum process, GSA voting arrangements, direct mailing with GSA/ASUCD voting processes) and with the consent of the Vice Chancellor—Student Affairs.
- B. The campus may conduct a referendum outside of student government procedures if the Vice Chancellor—Student Affairs determines it is in the best interest of the campus to do so.

- C. The voting pool must be at least 20% of the eligible voting population.
For referendum elections where the voting pool is limited to graduate or professional students in support of campus programs, the minimum voting pool can be established by the Chancellor.
- D. Campus-based fees are established/eliminated/increased/decreased only if a majority of the required voting pool votes in favor of passage.
- E. Each proposed new, increase, or renewal of a compulsory campus-based student fee must be voted on as a separate ballot measure unless there are multiple fees that clearly support a common student service goal, in which case they may be aggregated into a single ballot measure.

VI. Further Information

Additional information on general policy and procedures regarding campus-based student fees is available from the [Student Affairs](#) Office, 752-2416.

VII. References and Related Policies

- A. UC Policies Applying to Campus Activities, Organizations, and Students ([Section 80.00, Policy on Compulsory Campus-Based Student Fees, http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html](#)).
- B. [UC Davis Policy and Procedure Manual](#):
 1. Section 270-05, Exhibit A Constituent Organizations and Student Government.
 2. Section 270-05, Exhibit B Registered Student Organizations.
 3. Section 280-20, Voluntary Campus-Based Student Fees.
 4. Section 330-86, Course Materials and Service Fees.