

1111 Franklin Street
Oakland, CA 94607-5200
Phone: (510) 987-9074
Fax: (510) 987-9086
<http://www.ucop.edu>

October 8, 2009

CHANCELLORS

Dear Colleagues:

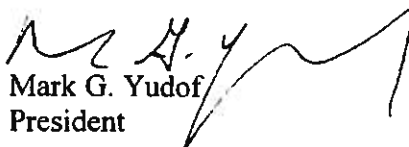
Enclosed is a revised Delegation of Authority to Set Miscellaneous Student Fees, Course Materials, and Services Fee, Service Charges, Deposits, and Summer Session and University Extension Fees. The revisions consist of the deletion of a reference to the University's Planning and Budget Manual; the removal of the February 1 deadline for campus submittal of requests for fee changes that require Presidential approval; an update to the number of UC campuses; and the change in the name of course materials fees to *Course Materials and Services Fees*.

This revision supersedes the April 4, 2000 Delegation of Authority (DA 2115) entitled "Delegation of Authority – Control over Miscellaneous Student Fees, Service Charges, and Deposits" and is effective immediately.

The Guidelines for Implementing Course Materials Fees – or Course Materials and Services Fees, as they are now known – have also been revised and are enclosed herein. The revisions expand the purposes for which Course Materials and Services Fees may be charged, which now include: information technology materials and services as they relate to a specific course, which was then-President Atkinson's intent when he issued the first version of these Guidelines in 1996; highly specialized instruction; and competency testing. In addition, the revised Guidelines change the group of employees whose salaries and benefits may be paid for with Course Materials and Services Fee revenue; and delete the reference to maximum course materials fees not exceeding the average cost of a textbook.

These revised Guidelines supersede the Guidelines issued on April 4, 2000, and are effective beginning with the Fall 2009 term.

While not required by the Guidelines, campuses should be prepared upon request to report on any Course Materials and Services Fees that they implement.


Mark G. Yudof
President

Enclosures: Delegation of Authority 2242
Guidelines for Implementing Course Materials and Services Fees

cc: Members, President's Cabinet
Associate Vice President Obley
Council of Vice Chancellors

Council of Graduate Deans
Campus Planning and Budget Officers
Universitywide Policy Office



1111 Franklin Street
 Oakland, CA 94607-5200
 Phone: (510) 987-9074
 Fax: (510) 987-9086
<http://www.ucop.edu>

October 7, 2009

Chancellors

Delegation of Authority to Set Miscellaneous Student Fees, Course Materials and Services Fees, Service Charges, Deposits, and Summer Session and University Extension Fees

Section 100.4 of the Standing Orders of The Regents, Duties of the President, provides as follows:

* * *

(g) The President shall fix and determine the amount, conditions, and time of payment of all fees, fines, and deposits to be assessed against students of the University, except that the President shall secure the Board's approval prior to the assessment of the University Registration Fee, Educational Fee, tuition fees, and fees and charges required in connection with the funding of loan financed projects, except student-fee funded facilities, parking facilities and housing projects.

* * *

Except for those fees requiring the Regents' approval, the President retains control over all fees, deposits, and charges that are required of students to be admitted to the University or to secure a degree, or otherwise are required of students as a condition of enrollment in regular academic programs.

1. The President has authority for determining whether a new fee falls into a category that is delegated to the Chancellors or remains under Presidential control.
2. The President may review requests for changes in fees that require Presidential approval throughout the year. A fee may be changed only after the President has consulted all ten campuses, or all the campuses which charge the fee in question.

Effective immediately, you are authorized to establish and set fee levels for miscellaneous user fees, administrative service charges and penalties, Course Materials and Services Fees, and deposits. These fees and service charges, which must comply with any applicable guidelines, are assessed for such purposes as: covering the cost of non-instructional services or materials; encouraging compliance with administrative rules; replacing or repairing equipment which is damaged by students beyond normal wear and tear; providing course-related materials, tools, and equipment to be consumed or retained by the student; recovering costs through rental charges for the student's use of University-owned tools, musical instruments, or other equipment; or covering the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

1. For these fees and charges, you may set the fee levels for your respective campus and are not required to notify the President of changes in fee levels. (This authorization does not apply to fees which require Regental or Presidential approval.)

2. When establishing or proposing new fees, you shall apply a test of a reasonable relation between the fee and its purpose.
3. You shall keep fee increases moderate and gradual. As appropriate, you shall use ongoing advisory groups that include students to advise them on campus miscellaneous fees.
4. You shall give students adequate advance notice of increases in these fees and charges, as well as the establishment of new fees and charges.
5. You may not redelegate this authority.

In addition, you are delegated authority to set Summer Session Fees for non-UC students and University Extension Fees. (You may redelegate the authority to set Summer Session Fees for non-UC students and University Extension Fees.)

This delegation of authority supersedes that of April 4, 2000 (DA 2115) from the President to the Chancellors.

Guidelines for Implementing Course Materials and Services Fees

Chancellors may charge a Course Materials and Services Fee for students to participate in the instructional activities of a course, including: the cost of providing course materials to be consumed, retained or used by the student; the special costs associated with use of University-owned tools, musical instruments, or other equipment; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

Definitions

“Course materials and services” are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Science laboratories and art studios are examples of courses in which students are required to purchase consumable supplies. Health sciences courses are examples of courses in which students are required to purchase tools and instruments. Film production or music performance courses are examples of courses in which students may be required to rent, for exclusive or extensive access to, University-owned equipment or instruments. Anthropology courses offering special field trip opportunities to students are examples of courses providing a special supplemental educational experience for which a fee may be charged.

“Materials and Supplies” may include, but are not limited to, such items as chemicals, solutions, gloves, filters, biological specimens, artists’ media, glassware, photographic chemicals, and other one-time use items. These also may include the reproduction costs for supplemental materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.

“Tools and equipment” includes scientific or medical tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course, so long as the student is given ownership (if purchased) or extensive use (if rented) of the tools or equipment and, where feasible, has the option of securing equivalent tools or equipment elsewhere. These may include the costs associated with the use of University-owned tools and equipment for out-of-class learning activities or extracurricular use, or the purchase of computer software if the student retains ownership of the software.

“Materials and services for special supplemental educational experiences” are materials and services that offer students a special educational opportunity, such as travel, lodging and food costs for archeological digs; the cost of film rentals; competency testing; or enhanced, highly specialized instruction that is not the usual pedagogical methodology offered by the University.

Course Materials and Services Fees may be charged for information technology materials and services as they relate to a specific course – for example, to cover the costs of course websites and course management systems, including instructional support staff needed to develop and maintain such materials and services.

In addition, Course Materials and Services Fees may be charged to fund compensation for temporary faculty needed to provide enhanced, highly specialized instruction.

Course Materials and Services Fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution. Thus, the following may not be included in Course Materials and Services Fees: expenses for salaries and wages and related employee benefits for ladder rank faculty, lecturers, graduate teaching assistants, or staff providing general instructional support (except where such faculty or staff are assisting in providing enhanced, highly specialized instruction authorized above); allowances for maintenance, depreciation and replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction; reproduction of copyrighted materials for course readers or audio or video collections; and course syllabi.

Procedures: Fee Assessment

A Course Materials and Services Fee shall be assessed only to those students who are enrolled in the applicable course.

The Fee may be collected only through the campus centralized billing or student registration/accounting system, as appropriate.

Campuses should establish procedures for assessing and refunding Course Materials and Services Fees and for providing adequate notice of the Fees to students. As appropriate, Chancellors should use ongoing advisory groups that include students to advise them when establishing Course Materials and Services Fees.

Chancellors should strive to keep increases in Course Materials and Services Fees moderate and gradual. A Course Materials and Services Fee may not exceed the actual cost per student of the materials provided for the course.

Campuses are encouraged to include Course Materials and Services Fees in the financial aid student budget for determination of financial aid awards. The Office of the President will work with campus financial aid offices to establish methods for including Course Materials and Services Fees in financial aid budgets.

Procedures: Fee Accountability

Chancellors are responsible for setting Course Materials and Services Fee levels; these should be reviewed annually.

Departments should fully and accurately document the cost of supplies, consumables, and support services associated with each course for which a Fee is proposed.

Revenue from Course Materials and Services Fees may not be commingled with State General Funds.

Revenue from Course Materials and Services Fees must be accounted for separately and will be reported annually as part of the budget review process. Campuses are responsible for establishing appropriate financial controls to ensure that fee revenue is expended only for approved course materials and services, as defined in this policy.