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April 12, 2011

## CHANCELLORS

Dear Colleagues:

Enclosed is a new Delegation of Authority 2559, Authority to Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, and Summer Session and University Extension Fees.

This Delegation supersedes the November 2, 2010 Delegation of Authority (DA 2557) and is effective on July 1, 2011. The new Delegation also rescinds the letter of December 19, 2007 from President Dynes to the Chancellors regarding the Candidacy Fee and the Master's Thesis Submission Fee. The sole revision to the previous Delegation consists of the inclusion of fees charged to preserve Electronic Theses and Dissertations and makes them accessible. As a result of this revision, Chancellors will have the authority to set Candidacy Fee and Master's Thesis Submission Fee levels.

The Guidelines for Implementing Course Materials and Services Fees issued October 7, 2009 have not been revised but are included again for your information.

While not required by the Delegation, parties should be prepared upon request to report on any fees and charges implemented under this delegation.

### Background Information about Delegation Revision:

As you know, a \$90 Candidacy Fee is currently assessed to all doctoral students who have advanced to candidacy to cover the costs related to the preparation and submission of doctoral dissertations. The parallel, campus-optional \$55 Master's Thesis Submission Fee facilitates the electronic preparation and submission of master's theses. Historically, these fees have been approved by the President.

In the past the fee level was based on the cost of publication services provided by ProQuest, an external company that houses dissertations in a database. Campuses have been billed for the services, and revenue generated by the Candidacy Fee and Master's Thesis Submission Fee has helped campuses cover the costs. In addition, \$25 of the Candidacy Fee was pooled with other funds at the Office of the President and returned, in its entirety, to the campuses as UC General Funds. In 2009-10, the Candidacy Fee funds returned to the campuses as UC General Funds totaled approximately \$124,000 across the system. UC General Funds are unrestricted and provide general support for the University's core mission activities. Campuses determine the use of these funds at the local level.

As you know, ProQuest is in the process of eliminating its fees for the filing of dissertations and theses, and the California Digital Library (CDL) anticipates that it will be ready to support the preservation and access of Electronic Theses and Dissertations (ETDs) across the UC system by the end of the 2010-11 academic year. Thus, in the future campuses will be able to determine how ETDs are preserved and made accessible, in compliance with University and campus policy.

In light of the changes to the preservation of ETDs and the pending systemwide funding streams initiative, it is now appropriate to categorize the Candidacy Fee and Master's Thesis Submission Fee as "user fees" with authority delegated to you, effective July 1, 2011, to determine the fee levels. Under the systemwide funding streams initiative, planned for implementation on July 1, 2011, it is appropriate for campuses to retain all of the revenue generated by the Candidacy Fee, as well as all of the revenue generated by the Master's Thesis Submission Fee. Consequently, the \$25 portion of the Candidacy Fee will no longer be collected by the Office of the President and returned to the campuses as UC General Funds.

In accordance with the attached Delegation, you must set the Candidacy Fee and Master's Thesis Submission Fee, when applicable, at levels that reflect a "reasonable relation" between the fee in question and its purpose.

Sincerely,

Mark G. Yudof  
President

Enclosures: Delegation of Authority 2559  
Guidelines for Implementing Course Materials and Services Fees (10/7/2009)

cc: Members, President's Cabinet  
Vice Provost Greenstein  
Associate Vice President Obley  
Council of Vice Chancellors  
Council of Graduate Deans  
Vice Chancellors for Student Affairs  
Campus Planning and Budget Officers  
University Policy Office



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**CHANCELLORS  
 PROVOST AND EXECUTIVE VICE PRESIDENT--ACADEMIC AFFAIRS**

**Delegation of Authority to Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, 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 student fees (e.g., user fees) and deposits, Course Materials and Services Fees, and administrative service charges and penalties. These fees, deposits 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; covering the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student; covering the cost for special instructional programs mounted on a local or systemwide basis; covering the costs of

preserving Electronic Theses and Dissertations and making them accessible; and damage and loss deposits. These fees may also be charged to non-UC participants in UC programs.

1. For these fees, deposits and charges, a Chancellor may set the fee levels for his/her respective campus and is required to notify the President of any new fees, deposits or charges, although a Chancellor is not required to notify the President of changes in the levels of existing fees, deposits or charges. For these fees, deposits and charges, the Provost may set the fee levels for instructional programs mounted on a systemwide basis, e.g., the Education Abroad Program (EAP) and UC DC, and is required to notify the President of any new fees, although the Provost is not required to notify the President of changes in the levels of existing fees.
2. When establishing or proposing new fees, deposits, or charges, you shall apply a test of a reasonable relation between the fee, deposit, or charge and its purpose.
3. You are strongly encouraged to keep increases in these fees, deposits and charges moderate and gradual. As appropriate, you shall use ongoing advisory groups that include students to provide advice to you on these fees, deposits and charges.
4. You shall ensure that students are given adequate advance notice of increases in these fees, deposits and charges, as well as the establishment of new fees, deposits and charges.
5. You may not redelegate this authority.
6. You are strongly encouraged to use at least 25% of the fee revenue generated from these fees and charges for need-based financial assistance to cover the need associated with these fees and charges, including but not limited to existing fees and charges.

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

Fees, deposits and charges that remain under Presidential control include application fees, deposit fees for instructional programs, compulsory campus-based fees voted on by students, and self-supporting program fees.

This delegation of authority supersedes that of November 2, 2010 (DA 2557) from the President to the Chancellors and the Provost. It also replaces the December 19, 2007 letter from President Dynes to the Chancellors (copy attached) regarding the Candidacy Fee and the Master's Thesis Submission Fee.

Mark G. Yudof  
President

Attachment:

[12/19/07 letter re: Candidacy and Master's Thesis Submission Fees](#)

cc: Director, Lawrence Berkeley National Laboratory  
Members, President's Cabinet  
University Policy Office