

## **Policy 6-407: University General Student Fee Board**

### **I. Purpose and Scope**

A. The purpose of this Policy, in accord with Utah Board of Regents Rule R510-5 (General Fees Other Than Tuition) is to establish the University General Student Fee Board as a permanent board to act in an advisory capacity to the University President. The Board is responsible to accomplish the following objectives:

1. Provide a means for students to have input into decisions regarding student fees.
2. Evaluate proposed new student fees and changes to existing student fees.
3. Maintain a consistent process for documenting intended and allowable uses of student fees.
4. Promote ongoing accountability and control over expenditures of student fee revenues.

B. This Policy applies for general student fees, as defined here. See Policy 6-406 regarding special fees and the Special Fee Review Committee.

### **II. Definitions**

For the limited purposes of this Policy, “general student fee” is any campus-wide fee assessed to all students, such that the fee revenue helps to pay for facilities and services available to students but the fee is not based on any individual student's use of the facilities or services.

### **III. Policy**

A. Establishment and Structure of the Board

The University General Student Fee Board is established. The Board consists of the following members:

1. The Associate Vice President for Budget and Planning, (who shall be Chairperson of the Board)
2. One member appointed by the Senior Vice President for Academic Affairs
3. One member appointed by the Vice President for Student Affairs
4. One member appointed by the Vice President for Administrative Services
5. The ASUU student President
6. One student member appointed by the ASUU Assembly.
7. One student member appointed by the ASUU Senate.
8. Two student members-at-large appointed by the ASUU Executive Committee.

B. Duties and Authority of Board

1. The University General Student Fee Board analyzes, coordinates, and recommends appropriate action on all requests for new, modified and existing general student fees and ensures there is adequate documentation for fee calculations and residual balances. The Board reports its recommendations in writing to the University President at least annually. The Board is authorized to advise concerning general student fees assessed to all University students. Tuition, course fees, and special fees for particular groups shall not be subject to review by the Board. (See Policy 6-406 regarding special fees).
2. The University General Student Fee Board is authorized to take the following actions with respect to general student fees:
  - a. Establish forms and procedures for requesting new student fees or changes to existing student fees.

- b. Receive requests for new student fees or changes to existing student fees, and provide recommendations to the University President.
  - c. Establish evaluation criteria for the fees.
  - d. Review criteria for student fees to advise the President in determining if expenditures are consistent with each fee's purpose and its original intent.
  - e. Obtain budgets for the student fee expenditures and, as determined appropriate by the University President, make them available to students and the campus community.
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[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

A. Rules

B. Procedures [reserved]

C. Guidelines

Example of [General Student Fee Review Guidelines](#)

D. Forms [reserved]

E. Other related resource materials

Example of [Student Fee Form](#)

## V. References

[University Policy 6-406](#): Special Student Course Fees and Other Assessments.

Utah Board of [Regents Rule R510-5](#) (General Fees Other Than Tuition)

## VI. Contacts

The designated contact officials for this Policy are:

- A. Policy Owners (primary contact person for questions and advice): Associate Vice President for Budget and Planning.
- B. Policy Officers: Senior Vice President for Academic Affairs.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E

## VII. History

Revision History:

Current version: Revision 0:

Approved by Academic Senate: August 27, 2012

Approved by Board of Trustees: September 11, 2012

[Legislative History](#) of 6-407 Revision 0