

ADAMS STATE UNIVERSITY FEE PLAN

The Board of Trustees for Adams State University, the governing board, reserves the right without notice to alter tuition and fee charges prior to the first day of any semester. See businessoffice.adams.edu for current tuition and fees information. See Housing and Food Services for room and board costs.

STUDENT FEES POLICY

GENERAL INFORMATION

Adams State University, in compliance with Colorado Commission of Higher Education (CCHE) Student Fee Policy, Section 3.0, has established this institution plan for student fees. The plan and any modifications to it are subject to the modification and approval of the Trustees of Adams State University. Adams State University reserves the right at any time to make changes in the policies and procedures included in this plan, subject to applicable requirements regarding the approval or involvement of the students and institutional student government representatives and the Trustees of Adams State University. Students, faculty and staff of Adams State University are encouraged to review the contents of this plan. Suggestions for additions, deletions, and changes should be made in writing to the Vice President of Student Affairs and the Office of the President.

ANY POLICY OR PROCEDURE IN THIS PLAN FOUND TO BE IN CONFLICT WITH POLICIES ESTABLISHED BY THE TRUSTEES OF ADAMS STATE UNIVERSITY IN COLORADO, CCHE, STATE OR FEDERAL STATUTES IS SUPERSEDED BY THOSE POLICIES, PROCEDURES OR STATUTES.

When establishing tuition and fee rates, Adams State University will consider the proposed tuition and fee rates to total cost per student and the financial aid available for needy students. All student fees will be specifically itemized on the student billing statement with the exception of course specific fees that are specifically listed in the course catalog.

DEFINITIONS OF STUDENT FEES

Administrative Cost Fees Related to Specific Academic Course(s): Mandatory fees charged to students to enroll in specific courses.

Bond Fees: Mandatory fees charged to retire bonds or other debt obligations issued on behalf of an auxiliary or academic facility.

Capital Fees: Mandatory campus-wide fees charged to build and/or maintain capital assets.

Charges for Service: These are paid by the student to receive a service provided by an auxiliary operation.

Examples include housing, meal plan, and parking decals. These assessments are considered a charge for service rather than a student fee.

Instructional or Program Fees: Mandatory academic fee which is not a course specific fee. These are fees related to the instructional program or University, but not to the specific course offering. Examples include University specific fees, program specific fees, or fees related to online course delivery.

Nonpermanent Student Purpose Fees: Mandatory campus-wide fees charged for student purposes that are not permanent student purposes.

Optional Student Fees: These fees are assessed to all students but may be waived by the student.

Permanent Student Purpose Fees: Mandatory campus-wide fees charged to the student body and allocated for specific student programs. Examples include student centers, recreation facilities, computing and other technology, intercollegiate athletics, student government, and other student activities and programs.

User Fee: Charges to cover the costs of delivering specific services which are incidental to the instructional activities. Examples include application fees, transcript fees, ID card fees, and late and deferred payment fees.

STUDENT FEE PROPOSAL AND APPROVAL PROCESS

All new administrative, course specific, instructional, bond, and permanent and nonpermanent student fees and changes to existing fees, will be reviewed by Cabinet. Cabinet will make a recommendation on the fee or fee change to the President and Trustees of Adams State University. Associated Students and Faculty (AS&F) will be notified of all new administrative, course specific, instructional, bond, and permanent and nonpermanent student fees and changes to existing fees in accordance with the NOTIFICATION PROCESS outlined below, except as

otherwise provided herein. If the fee requires a student vote, the REFERENDUM PROCEDURES outlined below must be followed. All mandatory fees and fee increases must be annually approved by the Trustees (CCHE Policy 3.03 & 3.03.01). Trustee review and approval is required prior to assessment of any mandatory fee or fee increase. Students and student government representatives shall have an opportunity to address the trustees during board discussions and action of the student fee proposal. The specific steps required for a new fee or increase in existing fee are outlined below.

Administrative Cost Fees Related to a Specific Academic Course [Course Specific Fees]

These fees should only be used to cover costs for a course offering. Any revenue must be used for costs directly related to the course for which they are charged. Student approval is not required for existing fees, new fees, or fee increases relating to actual administrative costs for a specific academic course.

1. New or increased course specific fees may be forwarded by a Department Chair after discussion with the unit members.
2. The proposed recommendation is forwarded by the Department Chair to the Vice President for Academic Affairs.
3. Upon consultation with the Department Chair and the unit, the Associate Provost will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS excluding a student referendum.
6. Student response, if any, to the proposed new or increased fees will be communicated to Cabinet by the Vice President of Student Affairs who will then make a recommendation to the President for approval or disapproval.
7. If the President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The trustees will be the final authority in approving any proposed or increased course-specific fee.

Instructional or Program Fees

Student approval is not required for existing fees, new fees, or fee increases relating to academic instruction or program fees.

1. New or increased instructional or program fee proposals may be forwarded by a Department Chair after discussion with the unit members.
2. The proposed recommendation is forwarded by the Department Chair to the Vice President for Academic Affairs.
3. Upon consultation with the Department Chair and the unit, the Vice President for Academic Affairs will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS excluding a student referendum.
6. Student response, if any, to the proposed new or increased fees will be communicated to Cabinet by the Vice President of Student Affairs who will then make a recommendation to the President for approval or disapproval.
7. If the President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The trustees will be the final authority in approving any proposed or increased instructional or program fees.

Permanent Student Purpose Fees

Student approval is not required for existing permanent student purpose fees, new fees or fee increases.

1. New or increased permanent student purpose fee proposals may be forwarded by a unit head after discussion with the unit members.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS excluding a student referendum.
6. Student response, if any, to the proposed new or increased fees will be communicated to Cabinet by the Vice President of Student Affairs who will then make a recommendation to the President for approval or disapproval.

7. If the President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The trustees will be the final authority in approving any proposed or increased permanent student purpose fee.

Nonpermanent Student Purpose Fees

No new fee or fee increase (in excess of inflation) assessed for nonpermanent student activities shall be collected unless approved by a student referendum and such new fee or increase contains an expiration date.

1. New or increased nonpermanent student purpose fee proposals may be forwarded by a unit head after discussion with the unit members.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F (student/faculty government) for student input including a student referendum. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS and REFERENDUM PROCEDURES.
6. The outcome of the referendum will be communicated by AS&F to the President.
7. If the student referendum disapproved the proposed fee or increase, no further action to assess or collect the fee or increase will be taken in the current year. If the student referendum approved the proposed fee or increase, the President shall recommend the proposed fee or increase to the Trustees. The Trustees will be the final authority in approving any proposed or increased nonpermanent student purpose fee.

Capital Fees

No new fee or fee increase (in excess of inflation) assessed to build and/or maintain capital assets not related to an academic course shall be collected unless approved by a student referendum. All students who will be potentially assessed this fee will be eligible to vote in the student referendum.

1. New or increased capital fee proposals may be forwarded by a unit head after discussion with the unit members.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the University's Cabinet for consideration.
4. Cabinet will review the merits of the proposal and forward a recommendation to the President for consideration.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F (student/faculty government) for student input including a student referendum. AS&F will follow the STUDENT FEE PROPOSAL AND REVIEW PROCESS and REFERENDUM PROCEDURES.
6. The outcome of the referendum will be communicated by AS&F to the President.
7. If the student referendum disapproved the proposed fee or increase, no further action to assess or collect the fee or increase will be taken in the current year. If the student referendum approved the proposed fee or increase, the President shall recommend the proposed fee or increase to the Trustees. The Trustees will be the final authority in approving any proposed or increased capital fee.

Bond Fees

Bond fees will fall under Administrative Fees, Permanent Student Purpose Fees, or Nonpermanent Student Purpose Fees, depending on the fee details. In addition to these procedures, if the fee is issued for the purpose of repayment of bonds or other debt obligations, additional procedures outlined in SB97-028 will also be followed.

Optional Student Fees

New optional fees or fee increases are exempt from the procedures outlined in this policy. Any optional fees that are automatically assessed unless the student chooses not to pay, except health care fees, will be refunded, upon request, to any student who paid the fee. The refund will be available during the entire semester in which the fee was assessed.

User Fees and Charges for Service

These are excluded from the Tuition and Fee Policy as they are assessed for the purpose of delivering a specific service which is incidental to the instructional activities.

STUDENT FEE PROPOSAL AND REVIEW PROCESS

NOTIFICATION PROCESS

Any new or increased student fee should provide adequate time for input and at minimum 30 days notice shall be given prior to any new or increased assessment. The 30 days notice will be posted during the academic year. The Cabinet, at the direction of the President, will notify campus media through a news release of any proposed fee assessment or increase. In addition, the Vice President of Student Affairs will post a notice of the proposed fee assessment or increase at the Student Union Building. The notification period will continue for at least thirty (30) calendar days during which time any student or student group may appeal the proposed assessment or increase to AS&F.

Contents of Notice

At a minimum, any notice or news release pertaining to a proposed fee assessment or increase must contain the following information:

1. The amount of the new fee or fee increase
2. The reason for the fee assessment or increase
3. The purpose for which the institution will use revenues received from the fee assessment or increase
4. Whether the fee assessment or increase is permanent or nonpermanent and, if nonpermanent, the expiration date for the fee assessment or increase; and
5. A student's right to present his/her concerns to the AS&F.

The amount of the new or increased fee will be submitted to the University newspaper and radio station and shall include:

1. The reason for the new or increased fees
2. The purpose(s) for which the institution will use the new or increased revenues
3. Whether the new or increased fee assessment is temporary or permanent; if temporary, the expiration date for the fee will be published.

Once a proposal is forwarded to AS&F, they will:

1. Schedule public input and appeals by students-at-large at the next scheduled meeting following notification of the proposal. Appeals shall be received in accordance with the COMPLAINT RESOLUTION section of this policy.
2. If the proposed fee or fee increase is subject to a mandatory student referendum, the AS&F shall initiate the referendum process in accordance with the REFERENDUM PROCEDURES section of this policy. If no appeal is received and if the proposed fee or increase is not subject to a mandatory student referendum, the AS&F will debate and reach majority agreement on a recommendation which will be forwarded to the Cabinet through the Vice President of Student Affairs.

REFERENDUM PROCEDURES

Student fee issues requiring a referendum shall follow these guidelines:

1. The AS&F is responsible for the conduct of the referendum, including full disclosure of the information relating to the referendum.
2. Information distributed by the AS&F concerning the referendum shall be factual and unbiased. That does not preclude individual members of the AS&F from expressing their opinions or supporting a position. A member of the AS&F may not, however, represent that opinion or position as the opinion or position of the AS&F.
3. Campaigning by the University or members of the student body is subject to the provisions of the AS&F election code.
4. The text of a student fee referendum is subject to administrative legal review through the Office of the President.
5. A student fee referendum shall be voted on over a period of a minimum of (2) class days. This vote will take place during the regular academic year.
6. At least twenty percent (20%) of the current student headcount enrollment must vote in order for a student fee related referendum to be effective. The outcome shall be decided by a simple majority of the votes cast in the referendum.
7. No new fee, fee increase, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election.

COMPLAINT RESOLUTION PROCESS

Any student or student group may appeal a proposed assessment or increase at any time before or during the notification period. The appeal must be submitted in writing and must be submitted to the AS&F President and to the Vice President of Student Affairs.

The letter of appeal must contain the following:

- The reason for the appeal
- A recommended alternative proposal
- A signature or signatures and student identification number of the student(s) submitting the appeal

AS&F will consider all appeals at their next regularly scheduled meeting. The University President or his/her representative will attend the meeting to discuss any appeals with the AS&F. Following the discussion, the AS&F will reach majority agreement on the recommended disposition of each appeal and forward its recommendation to the University President. The President may accept, reject, or modify the recommendation and shall advise the AS&F of his/her decision. The President's decision shall be final.

REVIEW OF FUND BALANCES

The fund balances of all funds, including those funded by student fees are annually reviewed by the Board of Trustees. Any large balances in student fee funds will be examined to ensure appropriateness of the balance and of the fee.