



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

April 12, 2011

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