



Administrative
Procedure Statement
University Policy Library
Approved May 7, 2021

Operational Area:	Administration and Finance
Responsible Executive:	Chief Financial Officer
Responsible Office:	Budget Office
Effective:	May 7, 2021

Student Fee Plan

Finance

Contents

- I. Introduction
- II. Roles and Responsibilities
- III. Definitions
- IV. Policy Statement and Purpose
- V. Financial Review of Existing Fees
- VI. Related Information
- VII. Policy History
- VIII. Policy Approval

I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the MSU Denver President to approve, administer, and interpret policies and procedures pertaining to University operations.
- B. **Purpose:** In accordance with the Colorado Commission on Higher Education (CCHE) Student Fee Policy and the Board of Trustees' Tuition and Fee Policy, this Student Fee Plan ("Plan") establishes University procedures for implementing new student fees, increasing student fees and changing the Plan itself.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Financial Officer
- B. **Responsible Administrators:** Chief Budget Officer
- C. **Responsible Office:** Budget Office

D. **Procedure Contact:** Chief Budget Officer

E. **Additional Roles and Responsibilities:**

The Vice President (VP) of any of the University's Branches may request a new fee or changes to the current student fees; however, the Provost Office and VP of Students Affairs specifically coordinate with the Budget Office to follow the appropriate approval process:

1. **Chief Academic Officer:** The Chief Academic Officer or designee is responsible for coordinating with the Budget Office mainly for the Instructional Program Specific Fees as defined in this procedure.
2. **Chief Student Affairs Officer:** The Chief Student Affairs Officer or designee is responsible for coordinating with the Budget Office regarding student purpose fees as defined in this procedure.

III. Definitions

Fees: Any amount, other than tuition, that is assessed to all individual students as a condition of enrollment in the university. Fees may be used for academic and non-academic purposes, including, but not limited to: funding registered student organizations and student government; construction, remodeling, maintenance and improvement of student centers, recreational facilities, and other projects and improvements for which a facility fee is approved; intercollegiate and intramural athletics; student health services; technology; mass transit; parking; and bond payments for which fees have been pledged. Fees are categorized as follows:

- A. **Administrative Fees:** Institution-wide fees used to provide administrative and support services not associated with a specific educational course or program, such as the one-time Application Fee or one-time Matriculation Fee.
- B. **Instructional Program Specific Fees:** Not institution-wide charges; these fees are assessed only to those students enrolled in a specific instructional program or class to cover costs directly associated with that educational program, department, or class.
- C. **Mandatory Fees:** Fixed sum fees charged to all students for items not covered by tuition and required of a large portion of all students, including:
 1. **Permanent Student Purpose Fees:** Institution-wide fees that support University programs and facilities of a permanent nature, including but not limited to: student centers, recreational facilities, intercollegiate athletics, childcare centers, campus health services, contract health services, and permanent student programs (e.g., student government and student activities). They are charged each term.
 2. **Non-permanent Student Purpose Fees:** Institution-wide fees that support specific non-instructional programs that are not within the definition of Permanent Student Purpose Fees, such as the RTD bus pass fee.

- D. **Metro Bond Fee:** Institution-wide fee that provides capital financing for the construction of a new MSU Denver Neighborhood.
- E. **Pass-Through Fees:** Due to the unique tri-institutional structure of the Auraria Campus, in addition to the University's own student fees, these are fees that are collected for the Auraria Higher Education Center (AHEC) and the University of Colorado Denver (UCD). They are mainly AHEC Fees, including the AHEC Bond Fee, and are assessed by AHEC to all Auraria Campus students. MSU Denver collects such fees from its students only as an agent of AHEC. The AHEC Bond Fee is to repay bond obligations that are incurred for Auraria campus facilities. Under the AHEC policy, all new fee assessments are subject to an affirmative vote by the combined student bodies of the Auraria Campus.
- F. **User Fees and Charges for Services:** Not institution-wide charges; fees paid by individual students to exercise a privilege or to receive a service provided by an auxiliary facility, and to cover the cost of delivering other specific services that are incidental to instructional activities. For example, membership fees and fines or penalties.

Mandatory costs increase: Fees can increase by an approved mandatory cost percent, up to five percent, without student vote. These costs will be identified by the University during the budget cycle and can include any mandatory cost increases outside of the control of the fee supported program and identified on the attached addendum.

IV. Policy Statement and Purpose

A. Timelines for Fee Changes and Changes in Student Fee Plan

1. Permanent Student Purpose Fees

- a. Changes to types of fees that exceed the five percent limit established for covering the mandatory costs or new fees may be implemented once per year, effective at the beginning of the next fall term. The following timeline must be followed:
 - i. Fall Semester: Identify new fees or necessary changes, including program fees. This should be completed by the department requesting the new fee or change. The department must coordinate with the appropriate Dean and Vice President and follow their internal process.
 - ii. First day of class: Spring semester written proposals for new fees or fee changes are due to the Budget Office for consolidation and compilation.

- iii. Last business day in January: Proposals distributed to the Student Fee Review Panel, University Vice President of Student Affairs, and the Provost Office by the Budget Office.
 - iv. Month of February: Review by Student Fee Review Panel, necessary notice given to students by the Student Fee Review Panel.
 - v. Last business day of February: Recommendations are due to the Budget Office and all affected students from Student Fee Review Panel.
 - vi. First two weeks of March: Review resolution procedure for negative feedback, if necessary.
 - vii. Mid-March: Consolidated recommendations, including any negative feedback, are due to the Budget Office. The Budget Office will draft a Decision Memo based on the Student Fee Review Panel recommendation and will forward it to the University President and the Cabinet.
 - b. If no referendum is required (Program Fees and Administrative Fees): Final recommendations (approved Decision Memo) are due to the Budget Office on the first day of April to ensure the recommendations are presented to the Board of Trustees Finance Committee and full Board for their approval.
 - c. If referendum is required:
 - i. Mid-April: Student Government Assembly (SGA) places proposals approved by the University President on the student ballot in mid-April.
 - ii. Last business day of April: Referendum results are due to the Vice President for Student Affairs Office, Provost's Office, University President, and Budget Office from the SGA.
 - iii. June: Board of Trustees Finance Committee and Board of Trustees vote on fee changes. Subsequent notice is given to all students.
2. **Non-Permanent Fees:** Currently, all of the University's Non-Permanent Fees are AHEC Pass-Through Fees and they follow the process under A.4. of this section IV. Any possible future Non-Permanent Fees may be implemented or changed once per year effective at the beginning of the next fall term. Proposals for these types of fee changes should follow the same timelines as mentioned in A.4.
3. **Waiver of Timelines:** For good cause, the University President may change the above timelines as necessary.

4. **Auraria Higher Education Center (AHEC) Fees:** The Vice President of Administration, Finance, and Facilities will provide the Student Government Assembly, the Budget Office, Vice President for Student Affairs and the Provost's Offices with notice of AHEC decisions to add or change AHEC fees upon receipt of formal notice from AHEC. The University will work with AHEC to secure such notices as far in advance of the election as possible. Procedures to be followed are governed by the Auraria Higher Education Center Institutional Plan for Student Fees.
5. **Notice:** After final approval by the Board of Trustees, students will receive notice of new fees or fee changes at least thirty days in advance from the Vice President for Student Affairs AND/OR Provost Offices. The notice shall specify:
 - a. The amount of the new fee or fee increase;
 - b. The reason for the new fee or fee increase;
 - c. The purpose for which MSU Denver will use the revenues from the fee or increase;
 - d. Whether the new fee or increase is temporary or permanent and, if temporary, the date on which it will be repealed.

B. Content of Proposals to Add Fees, Increase Fees, or Change the Fee Plan

1. **Permanent, Non-Permanent, Administrative, and Instructional Program Specific:**

Proposals to add or change fees must be presented in writing and include the following information:

 - a. The name of the academic department, program, or unit of the University;
 - b. The reason for the addition or increase;
 - c. The dollar amounts for the new fee, charge, or increase;
 - d. The estimated revenue to be generated by the new fee or fee increase;
 - e. The estimated number of students who will be paying the fee;
 - f. The effective date of the new fee or fee increase;
 - g. A description of student participation, if any, in the development of the proposal;
 - h. The expiration dates for the new or changed non-permanent fees.
2. **MSU Denver Student Fee Plan:** Proposed changes in the MSU Denver Student Fee Plan must be presented in writing and include the following information:

- a. The name of the person or office requesting the change;
- b. The reason for requesting the change;
- c. The estimated number of students who will be affected by the change, if applicable;
- d. The proposed effective date of the change.

C. Review and the University Approval Process

1. **Proposal and Preliminary Approval Process:** Any member of the University community may submit requests for fee changes through the vice president with current or proposed spending authority for student fee revenue. The appropriate University Vice President's preliminary approval is required before any proposal for implementing or increasing MSU Denver student fees may be considered. The approved preliminary proposals will be forwarded by the Budget Office, where they are assembled and forwarded to the Student Government Assembly's Student Fee Review Panel, the University Vice President of Student Affairs and the Provost Office in accordance with the above timelines.

The approval process for Instructional Program Specific fee are different from the University's Mandatory fees. Once any new fees or increases in current fees are proposed by the Academic department/s through the related Dean, they need the Provost's approval before moving forward to the Student Fee Review Panel. Please also see 2.a of this section C.

2. **Student Fee Review Panel:** The SGA President will submit proposed new fees and increases in existing fees to a Student Fee Review Panel. The Student Fee Review Panel (Panel) will consist of two members of the SGA, one of which will be the SGA VP, and one other current SGA member, two undergraduate students who are not SGA members appointed by each vice president of Student Affairs and Academic Affairs, and one student appointed by the Office of Graduate Studies. The Student Fee Review Panel will also include one advisor from the Budget Office who only performs an advisory role. The Panel will issue a public notice to students within five working days after the receipt of the proposals, describing them and inviting comments and questions from students. The Panel will issue a public notice to students within five working days after the receipt of the proposals, describing them and inviting comments and questions from students.
 - a. In the case of instructional program charges, the Student Fee Review Panel will issue the notice to the affected students and provide them a reasonable

opportunity to express their views. The Student Fee Review Panel will receive information and data from appropriate MSU Denver administrative staff and their designated Advisor from the Budget Office or department chairs as necessary to understand the proposals and respond to questions. The Panel may accomplish the task of informing students and seeking their responses by any reasonable and unbiased means approved and paid for by SGA, including literature, news articles, student forums, surveys, and non-binding preference votes. The Panel will receive comments and questions, and report the information received to the SGA and the Budget Office, Vice President for Student Affairs' and/or the Provost's Offices, together with the Panel's written recommendation for or against the proposal. The Panel's written recommendation will be issued in accordance with the above timelines and made available to students immediately. The University President will consider the recommendation in deciding on the proposal through the Decision Memo provided by the Budget Office based on the Panel's recommendation.

3. **Election Required for Permanent and Non-permanent Student Purpose Fees:** Any new or change above mandatory costs to Permanent and Non-Permanent Student Purpose Fee will require a referendum by the SGA. The results of an election concerning these fees or increases will determine whether the proposed fee can be forwarded for approval. If the referendum passes by majority vote it will then be sent on to the Budget Office to be added to the agendas of the Board of Trustees Finance Committee and the full Board, which may approve or reject the fee or fee increase. 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.
4. **Election Procedure:** Elections will be conducted by the MSU Denver Student Government Election Commission as follows:
 - a. The Commission and the Administration will publish notice of the election in the Metropolitan and student portal and post such information at the Office of Student Government. The notice will include the location of polling places or website for online voting, the closing time of the polls, and full disclosure of non-biased factual information concerning the proposed fee increase;
 - b. The Commission will prepare the ballots;

- c. On the election date, a member of the Commission will establish voting locations, if necessary;
 - d. Commission members will verify that each person who requests a ballot is a registered MSU Denver student who is eligible to vote;
 - e. Commission members will certify the results of the election to the University President and to the SGA;
 - f. Campaigning by the institution and student government will be restricted to providing factual information concerning the proposal.
5. **Complaints Concerning Existing Fees:** Any affected student may submit a complaint concerning fee funded services/programs by following the [Student Complaint Policy](#) or applicable department/program level policies. The Student Complaint Policy is the official means of communicating complaints that are not covered under any other University policy, and all decisions are final.
 6. **Feedback Concerning Proposed Fees:** A potentially affected student may submit feedback concerning a proposed new fee or fee increase to the Student Fee Review Panel by end of February or early in March. This Panel will communicate any concerns or negative feedback to the Budget Office to be included within the Decision Memo.
 7. **Student Opportunity to Address the Board:** Students and their representatives shall be given the opportunity to present their concerns about student fees during any Board of Trustees meeting in which student fees or fee proposals are to be presented and/or discussed. Protocol requirements established by the Board of Trustees shall be observed by students making such presentations.
 8. **AHEC Fee Change Process:** The approval process for AHEC fees follows the AHEC Institutional Plan for Student Fees. After new AHEC fees are approved, those fees must be approved by the MSU Denver Board of Trustees before the assessment of the fee is made.

D. **Identification and Itemization of Fees**

1. **Itemization of Fees:** Student billing statements issued each term will disclose each fee assessed to the student. If Bond Fees are assessed, the statements will identify that portion of the general student fee that is applied to the repayment of the bonds.

2. **Existing Fees** are categorized in the addendum attached to this policy. The addendum shall be amended as fees and charges are added, discontinued, increased or decreased and does not require a change in the Plan.

V. **Financial Review of Existing Fees**

All fees require regular financial review and evaluation, which includes rate assessment, fee revenue use, and unspent fee revenue balances. The Budget Office will coordinate a biennial review of the fees covered by this Plan to be conducted along with the area fiscal manager. Fees will be reviewed regarding their original purpose, intended and current use of fee revenue. The Program Fees should be reviewed annually by the Provost Office. The Provost Office will provide an explanation for any uncommitted fee fund balances over \$25,000 to the Budget Office.

Reviews will be conducted in consultation with the respective department, and other parties relevant to the type and purpose of the reviewed fee(s). Findings and recommendations from this review will be submitted to the Chief Financial Officer, Vice President of Student Affairs, and the Provost Office for final decision on continuance or termination of the fee(s). If it is deemed that a specific fee has an excessive balance without a spending plan, then an action plan will be implemented by the appropriate VP in order to spend down the balance according to the original intent of the fee. The amount of an excessive fund balance could be determined in coordination with the Budget Office and based on the expected revenue and use of these funds. For example, after analysis of the revenue generated by a specific fee, its use and spending plan, a percentage of its revenue could be defined as its appropriate fund balance.

VI. **Related Information**

- A. Board of Trustees Tuition and Fee Policy
- B. Fee and Mandatory Costs Addendum

VII. **Policy History**

- A. **Effective:** This updated Student Fee Plan shall apply to all fees for Fall 2021.
- B. **Revised:** This Student Fee Plan supersedes all previously approved MSU Denver Student Fee Plans.
- C. **Review:** This procedure will be reviewed every three years or as deemed necessary by University leadership.

VIII. **Policy Approval**

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

Date

N/A

Chair, Board of Trustees, Metropolitan State University of Denver

Date

MSU DENVER STUDENT FEE POLICY ADDENDUM: FEE AND ADMINISTRATIVE COSTS

I. Fee Categories and Examples

A. Mandatory MSU Denver Student Fees

1. Permanent Student Purpose Fees
 - Intercollegiate Athletics Fee
 - Student Affairs Fee
 - Health and Wellness Fee
 - Technology Fee
 - Campus Recreation
2. Non-Permanent Student Purpose Fees
 - RTD Bus Pass Fee (AHEC Pass-Through Fee)
 - Clean Energy (AHEC Fees Pass-Through Fee)
 - Phoenix Center (UCD Pass-Through Fee)

B. Administrative Fees

- One Time Application Fee
- One Time Matriculation Fee (This fee is used to offset the cost of orientation, graduation, and transcripts)

C. Program Specific Fees

- May cover the following costs:
 - Consumable supplies/products
 - Specialized equipment and maintenance
 - IT approved software
 - Honoraria, modeling fees, speakers' fees and similar expenses

D. AHEC Fees

- Facility Bond Fee - (Student Union, Child Care Center, Student Lounges, Auraria Event Center)
- Tivoli Park Facility

E. Metro Bond Fee

- Student approved fee to provide capital financing for the construction of the University Neighborhood.

II. Mandatory Costs

Any cost a fee-supported program is required to incur due to changes implemented by the University, State, or other outside entity, including:

- Inflation as defined by the Denver-Boulder-Greeley actual CPI rate for the previous year released in February
- University-wide mandatory personnel costs (salary and benefit)
- Risk Management premiums (workers compensation, liability, and property)
- Utilities
- AHEC & Library support
- Any costs mandated by the government