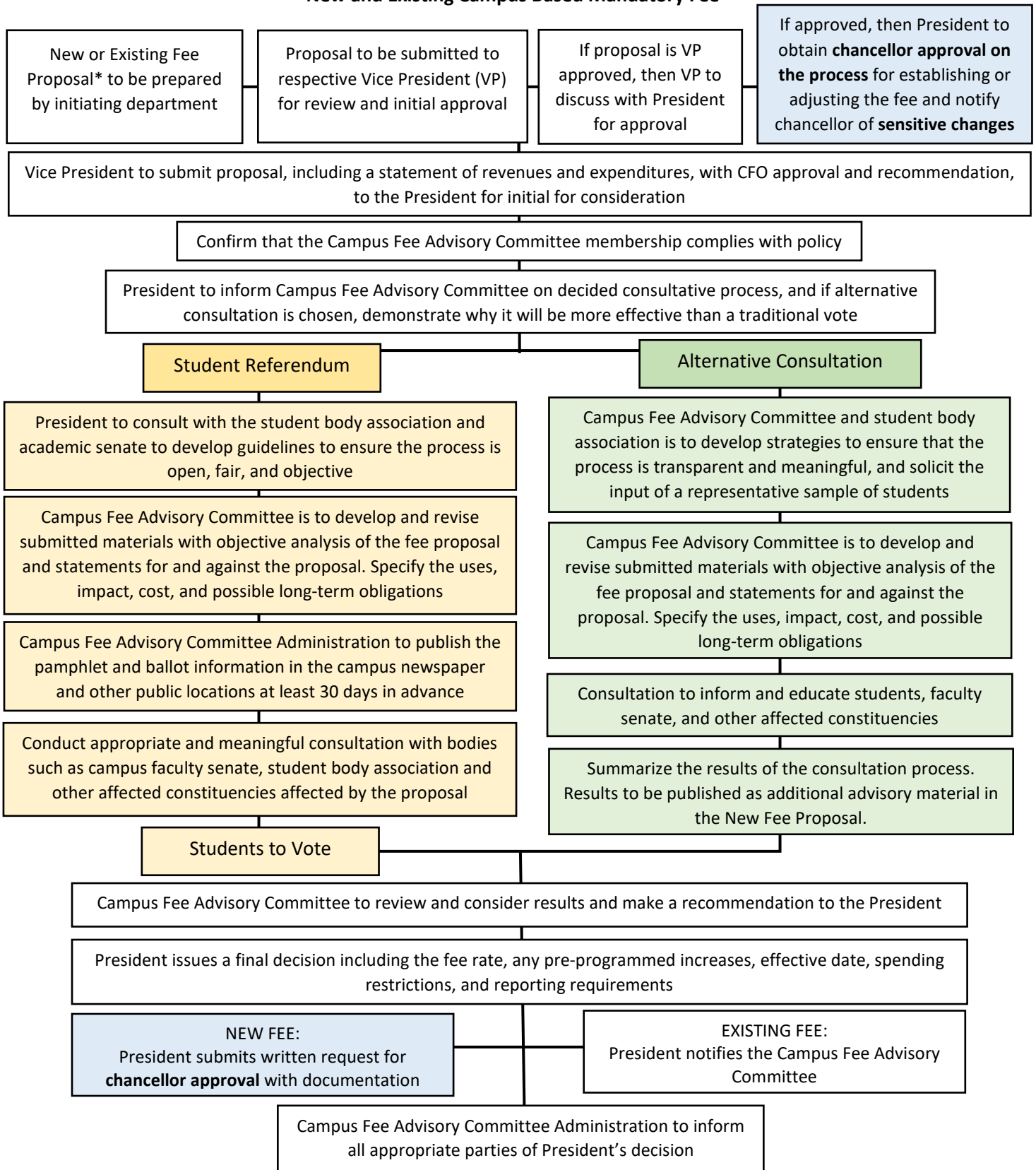


Appendix A - Approval Process for a Category II New and Existing Campus Based Mandatory Fee



*Fee Proposal shall include:

- [1] Memo initiated from requesting Division to the President,
- [2] Financial overview including 2 years of projected revenues and expenses with 1 year of actual costs,
- [3] Analysis of whether there is an alternative resource available,
- [4] Pamphlet and draft presentation documents.

Appendix A - Approval Process for a Category II New and Existing Campus Based Mandatory Fee

Category II Fee Proposal – Referendum: Additional Requirements

These additional requirements apply to specific fee types and supersede the standard referendum process where noted.

Student Body Association Fee (Education Code [89300](#))

- Fee changes may only be approved by a majority of students voting in a referendum.
- The fee is subject to referendum at any time upon petition to the university president by 10% of regularly enrolled students.
- A fee successfully modified via referendum takes effect at the beginning of the following academic year.

Student Body Center Fee (Education Code [89304](#))

- A new fee may only be established upon a two-thirds favorable vote in a referendum.
- A referendum is not required for fee adjustments.

Student Success Fee (Education Code [89712](#))

- May only be established or increased, if not already scheduled, upon approval by a majority of students voting in a referendum.
- Proposals may not be brought before students more than once per academic year.
- Conduct a rigorous consultation process to inform and educate students on uses, impact, and cost before the referendum.
- Clearly communicate to students that any portion of the fee supporting ongoing/long-term obligations will remain in place until those obligations are satisfied, regardless of a subsequent vote to rescind.
- If the fee supports direct instructional purposes historically covered by tuition and state funding, the chancellor must consult with Board of Trustees chair before final approval.