



Cal Poly Opportunity Fee Guidelines and Procedures

Purpose:

The purpose of this document is to establish guidelines and procedures for the Cal Poly Opportunity Fee.

Background:

Effective fall semester 2019, Cal Poly San Luis Obispo was authorized to establish a Category II, campus-based mandatory Cal Poly Opportunity Fee (CPOF) applicable to nonresident undergraduate students. Per [Executive Order 1117](#), revenue from this fee is used to fund the Cal Poly Opportunity Grant program for low-income resident students, student support and advising, and increasing faculty tenure density.

Per fee approval recommendation dated May 3, 2018, from Chancellor Timothy White, up to 50% of the revenue generated from CPOF will be distributed to Financial Aid, up to 25% to Academic Affairs to increase tenure density with a hiring emphasis on diversity and inclusion, and up to 25% to direct student support and advising.

Upon implementation, CPOF was cohort-based to allow students to plan for their cost of attendance. Out-of-state students as of Fall 2019 paid the CPOF and continued to pay the same annual fee during their undergraduate tenure at Cal Poly. The fee implementation period was four consecutive years, during which time each subsequent incoming cohort of out-of-state students paid an increased amount. Students who were initially enrolled in the cohort-based model (from Fall 2019 through Fall 2022) and were approved for a break in attendance are charged their original cohort-based tuition rate upon reenrollment.

Once CPOF was fully implemented in the Fall of 2023, the fee was no longer cohort based. Incoming students pay the current fee, which could include an inflationary adjustment determined by the Higher Education Price Index (HEPI) or another inflationary index. Per Executive Order 1102, the president is delegated authority for the oversight and adjustment of all Category II fees.

Applicability of fee:

CPOF is applied to all newly enrolled out-of-state students as of Fall 2019. Students admitted prior to Fall 2019 are exempt from this fee. This fee is in addition to the per unit out-of-state rate as set by the CSU Board of Trustees. This fee is classified as a Category II fee, a campus mandatory fee.

Definitions:

Business Purpose: specific reason or justification for a business-related transaction, expense, or activity that demonstrates how it supports or advances the goals and operations of the organization and satisfies the intent or restrictions of the funding source utilized. A valid business purpose should be clear, avoid internal abbreviations, and use descriptions anyone can easily understand. Supporting documentation may include itineraries, meeting agendas, invitations, conference programs, ticket confirmations, or email communications. A business purpose must clearly answer:

- Who attended or benefited (name individuals, departments)
- What activities took place (meeting, conference, donor engagement, etc.)
- When and where the activity occurred (dates, locations)
- Why it was necessary
- How it benefits the University and meets the restrictions of the funding source utilized

Category II Fee: campus-based mandatory fees that students must pay to enroll or attend classes

Chart Field String: a series of chart fields that categorize and track financial transactions. It is a unique combination of codes that provides detailed information about where money is coming from, how it's being spent, and who is responsible for the transaction

Cohort: a group of individuals having a statistical factor (such as year of incoming class or in-state / out-of-state status) in common

Fiscal Authority: an individual with Delegation of Fiscal Authority who has been designated to review and approve transactions and authorize the expenditure of monies

Higher Education Price Index: the Higher Education Price Index (HEPI) is a measure of the inflation rate applicable to United States higher education

Professional Development: training, learning, and growth for faculty, staff, and administrators to enhance their skills, knowledge, and effectiveness in their roles and to improve student outcomes as related to the mission and guidelines of the CPOF

Questica: a web-based platform for operating, capital, and salary budget preparation

Resident: identifies a student's resident status as a resident of California or as a non-resident for fee purposes

Student Aid Index (SAI): an index number used by financial aid professionals when creating an aid offer. SAI is calculated using information provided on the [Free Application for Federal Student Aid \(FAFSA\) form](#)

UNIV 100: a required one-unit course for first-year Scholars to build community, explore campus resources, and develop skills for success at Cal Poly.

Delegation of Fiscal Authority:

Division leaders and department managers are expected to:

- Understand the expense/purchase and ensure information provided and all supporting documents are complete.
- Verify the funding source is appropriate for the expense and ensure the transaction is allowable, reasonable, accurate, justified, and complies with all applicable rules, guidelines, and policies.
- Verify the expenses utilize the correct chartfield(s).
- Ensure adequate funds are available to cover expenses and, if a multi-year commitment, that budget plans are fiscally sound and sustainable.

Committee Purpose, Role, and Composition:

The CPOF Committee serves in an advisory capacity to the University President. The committee's purpose is to review proposals provided by the Provost and Executive Vice President for Academic Affairs and make appropriate endorsements to the President regarding the use of funds for direct student support and advising. No more than 50% of the available funds will be directed toward student support and advising for Cal Poly Scholar recipients, with the remaining 50% dedicated to general support for all students.

All nomination recommendations will be submitted to the President for approval.

- ASI President (co-chair) – non-voting
- Senior Vice President for Administration & Finance or Designee (co-chair) – non-voting
- ASI nominations: (4) - voting
- Non-California student representatives who may be ASI Board Members (2) - voting
- ASI Board Members (2) - voting
- Cal Poly Scholars (2) - voting
- Academic Senate Chair or designee (1) - voting
- Provost or Designee (1) - voting
- Vice President for Student Affairs/SEM or Designee (1) - voting
- Vice President for Diversity and Inclusion or Designee (1) - voting
- Provost's Office Representative (1) – non-voting

- Senior Vice President Administration & Finance Office Representative (2) – non-voting

Summary: twelve (12) voting members, seven (7) of whom are students, five (5) of whom are university representatives and three (3) non-voting members. A quorum exists if at least one co-chair is in attendance and at least six voting members are present.

Each voting member, listed above, will serve a one-year term, and may serve up to two terms (except for the Senior Vice President of Administration & Finance or designee who serves continuously as co-chair).

Annual Planning Process:

CPOF funding is planned during the annual budget planning process, as directed by University Budget and Fiscal Planning. Divisions will plan their current base budget funding allocations in Questica as provided by University Budget & Fiscal Planning. Expense planning should include current salary and benefit expenses, considering any anticipated or planned in range progressions or promotions and a flat amount for operating expenses. Operating expenses may not be used for salary and benefit costs and, conversely, funding for salary and benefit costs may not be used for operating expenses. For direct student support and advising, approved, planned increases in compensation, such as GSI increases, pre-approved IRPs and promotions, will be funded from CPOF central funding. New proposals for use of base CPOF funds must break out the use of salary & benefits and operating expenses.

- University Budget and Fiscal Planning will prepare new CPOF proposals for CPOF Advisory Committee Meeting.
- The Provost and designated representative from the Cal Poly Scholars Program will provide insight to the committee regarding priorities for the use of direct student support and advising funds. Appropriate division leaders will collaborate on setting these priorities.
- The Provost and designated representative from the Cal Poly Scholars Program will submit project/initiative recommendations, based upon appropriate consultation, for the use of direct student support/advising and provide a walkthrough of the proposed budget recommendations (provided to the committee in advance) followed by question and answers and committee discussion.
- CPOF Committee members will develop a recommendation regarding the allocation of direct student support/advising projects/initiatives funding based on committee consensus and will submit to the University President.
- The University President responds to the CPOF Committee with a final decision regarding the funding allocations.
- Funding notification will be distributed via an approved memo from the President and posted on the CPOF website.

Email approval is required from the Executive Director of University Budget and Fiscal Planning is required for the following:

- Requests to encumber unused budget for expenses approved by the Committee but not yet performed, in alignment with accounting principles.
- Requests to rollover a deficit into the following academic year.
- Requests to significantly modify the classification of a previously approved position.
- Requests to significantly modify previously approved program expenses.
- Requests to hire staff above the maximum approved salary.

Expenditure guidelines:

Of the revenue generated by CPOF, up to 50% will be distributed to Financial Aid to help cover campus-based fees for California undergraduate students with a Student Aid Index (SAI) of less than 50% of the cost of attendance for a California resident. First time undergraduate students and new transfers will have their SLO days and Week of Welcome (WOW) fees paid by the program. In addition, these students will also be provided with appropriate technology or financial support to purchase appropriate technology through the University bookstore.

Up to 25% of the revenue distributed to Academic Affairs is to be used to increase tenure density, with a hiring emphasis on diversity and inclusion.

Up to 25% of the revenue will be distributed for direct student support and advising. Examples of allowable student support and advising expenses include, but are not limited to:

- Student Assistants
- Professional Development
- Event Expenses
- Travel for conferences, recruitment, meetings
- Speaker Honoraria
- Transfers to faculty to teach UNIV 100

Areas awarded CPOF funding should review expenditures for adherence to committee-approved CPOF funding allocations and campus policies and procedures (e.g., travel, hospitality, procurement card).

- Expenses must comply with approved funding proposals.
- Expenses should be recorded in the fiscal year they are incurred, in accordance with campus accounting deadlines.
- Expenses should be reviewed for accuracy on a regular basis and necessary corrections should be made in the current fiscal year.

[illegible]