



**Campus-based Addendum to  
CSU Executive Order 1102 “California State University Student Fee Policy”**

**EXPLANATION OF CAMPUS OUTREACH STRATEGIES**

Effective Date: May 11, 2020

This addendum supplements California State University Executive Order 1102 (EO 1102), entitled “California State University Student Fee Policy”. The purpose of this addendum is to enhance and clarify Cal Poly campus outreach strategies for alternative consultation and referendums for campus fee proposals. This addendum is intended to supplement the policy and no section of the policy may supersede EO 1102. In the event of a conflict between the Addendum and the EO 1102, EO 1102 governs.

**Addendum to Sections IV.C and IV. D to include the following:**

As a general rule, Cal Poly should present no more than one new fee proposal per academic year to the Campus Fee Advisory Committee (CFAC) for consideration, ideally during fall quarter. Exceptions may be approved by the campus president.

The proposal to CFAC should include a plan for a robust educational campaign to engage the campus community. The committee will review the plan and may request changes as deemed appropriate to achieve the educational goals of the plan.

The plan for the educational campaign should include the following:

- A minimum of two general open forums and as many presentations to groups as needed to engage the campus community. Meeting format and presentation materials should be consistent for all presentations and the meetings should be structured to allow ample time for a question and answer period.
- The campus student body association should be provided one of the first opportunities to be engaged during the education campaign period to ensure that adequate time is given to produce a position on the proposal.

Upon recommendation by CFAC to move forward with the fee proposal and educational campaign, the committee will provide a minimum of two weeks to solicit and acquire at least one statement of support and one statement against the proposed fee. The approved objective statement may be distributed to students by members of CFAC in order to solicit statements. Failure to obtain statements will not preclude publication of the objective statement. The process of soliciting and approving these statements must be completed before the first day of the public education period.

The president and/or designated senior administrator shall ensure that all students are notified of the proposed fee and how to engage in the process by at least the first day of the thirty-day public education period and at least one week prior to the first forum or campus presentation.



During the public education campaign period:

- All information about the fee proposal shall be made publicly available. Students must be informed of where to access this information and how to engage in the process.
- The thirty-day public education period should exclude academic holidays, as identified by the university academic calendar.
- Eligible students shall be limited to submit one comment (Alternative Consultation) or one vote (Referendum) to the university by the end of the education period. This includes students who are physically not attending classes but are registered (e.g., internships, study abroad). Any comment form or voting ballot used for alternative consultation or referendum shall be subject to university legal and policy review prior to use.