

**UNIVERSITY POLICY:  
Alternative Consultation Policy  
for Campus-Based Mandatory Student Fees**

***Preface***

Executive Order 1102 titled “The California State University Fee Policy” requires that appropriate and meaningful consultation occur prior to increasing an existing fee or requesting that the chancellor approve establishment of a fee. The Executive Order requires an advisory student referendum to increase or establish a campus mandatory registration fee defined in the Executive Order as a fee that must be paid to enroll in or attend the university (“Category II”) fee. Alternative consultation is permitted if it is more effective in achieving appropriate and meaningful consultation. Both methods are advisory to the President. Alternative consultation is not permitted when adjusting a student body association fee (Education Code §89300).

***Alternative Consultation***

Alternative consultation refers to consultation with students other than a referendum to a direct vote of the student body. Alternative consultation is a process that provides an opportunity for students to voice their opinion relative to mandatory campus-based registration fees. Consultation means that students are provided information on the relevant issues, provided opportunities to ask questions, and provided an opportunity to give their opinion either verbally or in written form. The following principles have been developed to guide the process and provide for student participation.

- Eligible students will be given an opportunity to indicate their support or non-support of a fee proposal following informed consultation.
- Student elected leaders functioning as a recognized body (e.g., ASI Board of Directors for university-wide proposals and college councils for college-based proposals), will be given a separate opportunity to indicate support or non-support following informed consultation.
- The process must be consistent, simple, timely, and cost effective.

**UNIVERSITY POLICY:  
Alternative Consultation Policy  
for Campus-Based Mandatory Student Fees**

***Alternative Consultation Process***

The alternative consultation process relies on the dissemination of objective and factual information to students. This will assist students in developing an informed opinion regarding a fee proposal. Each campus mandatory fee proposal using alternative consultation as a method of obtaining student input must include an alternative consultation process that meets the principles outlined. The proposed process may be developed with input from the Campus Fee Advisory Committee (“CFAC”) prior to the initiation of alternative consultation. Proposals should be submitted to the President via the appropriate Vice President or other senior administrator. Upon receipt, the President will inform the fee advisory committee of his/her intent to utilize alternative consultation and solicit advice from the CFAC.

***General Process***

The University has developed a general process for alternative consultation that supports the principles outlined above. These general processes should be used as a guide in proposing an alternative consultation process.

1. *Authority to Conduct Alternative Consultation:* The President has the authority to utilize alternative consultation methods to obtain advice from the student body on a proposal to establish or adjust a campus based Category II fee.
2. *Eligible Students:* All matriculated, registered students are eligible to participate. Eligible participant also includes any non-matriculated student who is required to pay full registration fees to attend state-supported classes at Cal Poly.
3. *Information Pamphlets/Official Communications:* The University shall make available to the students electronically an information pamphlet. The information pamphlet will contain an objective statement about the fee proposal prepared by the University’s Budget and Finance staff. The information pamphlet will also include statements of advocacy (pro or con)

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Alternative Consultation Policy  
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submitted on the proposed fee action. The CFAC shall solicit and advise the President on specific statements of advocacy to be included in information pamphlets and other official communications. The failure of advocates to submit pro or con statements will not preclude publication of the information pamphlet. All information distributed on behalf of the University shall be approved by the Vice President for Student Affairs.

4. Notice: Copies of the information pamphlets shall be available to students thirty days (excluding academic holidays) prior to the collection date of student input.
5. Student Forums: The President may delegate to the Associated Students, Inc. the responsibility of organizing the forums and insuring that appropriate groups (such as college councils, Board of Directors, etc.) have been informed. There shall be a minimum of two (2) general forums organized by the Associated Students, Inc. where students may ask questions regarding the fee proposal and voice their opinions. The times and locations of these forums should be publicized either electronically or in the campus newspaper 14 days in advance of the forum. The ASI Board of Directors may also be given an opportunity to provide the President with advice regarding the fee proposal.
6. Student Input: Solicitation of student input on a proposed fee action may be collected verbally, electronically, or in written form. Although students may have many opportunities to voice their opinions during open forums, written comment forms (e.g., surveys, ballots, etc.) may also be utilized. Any comment form used for alternative consultation shall be subject to University legal and policy review prior to use. Comment forms shall be limited to one per eligible student. Eligible students who are not physically attending classes at Cal Poly (e.g., study abroad students or students on co-op, etc.) may be provided with the opportunity to provide input if a means of collecting their input can be handled efficiently, effectively, and securely.

**UNIVERSITY POLICY:  
Alternative Consultation Policy  
for Campus-Based Mandatory Student Fees**

7. Supervision: The President has delegated to the Vice President for Student Affairs the authority and responsibility of insuring that the exchange of information (e.g., forums, flyers, etc.) is conducted in a civil manner, that information is disseminated appropriately and that collection of student input is done in a consistent objective manner.
8. Results: The Vice President for Student Affairs shall summarize the results of the alternative consultation and report to the President and CFAC. CFAC shall provide a recommendation to the President.
9. Implementation: Approved adjustments to Category II fees shall be implemented in the subsequent fall quarter.