UMCP Policies

Policy on the Review and Approval of Student Fees

The purpose of this policy is to establish a procedure whereby students have an appropriate advisory role in the recommendation of student fees. Student participation is accommodated to ensure full disclosure on the appropriateness of the student fee schedule, the need for specific fees, and the cost-benefit of the fees to the student community. This participation carries with it the expectation that the process will be collaborative with broad involvement and representation and result in appropriate information sharing with the community at large.

Authority for Setting Fees

Mandatory fees and room, board and parking charges are set by the Board of Regents of the University System of Maryland (USM) as stipulated in the Policy on Student Tuition, Fees and Charges (262.0, VIII-2.50) approved by the Board of Regents, June 21, 1990.

The management of student fees, including the review and recommendation of proposed fees and the authorization of expenditures from the resulting fee revenues, is the responsibility of the President, who is advised by the President’s Cabinet. The Cabinet is advised by the Committee for the Review of Student Fees (CRSF) on recommendations for proposed fees.

Process for Student Participation

Mandatory fees and room, board and parking charges will undergo a five-step process:

1. The unit proposing the fee provides an opportunity to the affected student constituency for discussion on the merits and impact of the fee.
2. The Committee for the Review of Student Fees reviews the proposed fee and makes a recommendation to the Cabinet.
3. The Cabinet reviews the fee proposal and the recommendation made by the Committee to Review Student Fees and make a recommendation to the President.
4. The President recommends the fee schedule to the USM Board of Regents.
5. Board of Regents approves the fees.

In the event that actions by the State or Board of Regents with fiscal implications to the operations funded by the fees occur late in the process, it may be necessary that the fee submission be modified by the President.
Committee for the Review of Student Fees

The Committee for the Review of Student Fees shall be comprised of eleven individuals.

<table>
<thead>
<tr>
<th>Members</th>
<th>Appointing Authority</th>
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<tbody>
<tr>
<td>1 Chair</td>
<td>President of the University</td>
</tr>
<tr>
<td>4 undergraduate students</td>
<td>President of the Student Government Association</td>
</tr>
<tr>
<td>1 graduate student</td>
<td>President of the Graduate Student Government</td>
</tr>
<tr>
<td>4 faculty or staff</td>
<td>President of the University</td>
</tr>
<tr>
<td>1 Senator</td>
<td>Chair of the University Senate</td>
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Normally the Chair is the Vice President for Administrative Affairs. Student members serve a one-year term that coincides with the term of the appointing authority. Faculty and staff members serve two-year staggered terms based on an academic year.

Approved by the President on May 5, 2004