

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President's Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A "redlined" version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Becky Girvan, Interim Director Experiential Leadership & Engagement
Policy Title & # (if applicable):	Incidental Fee Authorization 1113.03.02
Submitted on Behalf Of:	VPSL and ASUO
Responsible Executive Officer:	Angela Lauer Chong, Vice President for Student Life

SELECT ONE: ☐ New Policy ☒ Revision ☐ Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: ☒ Yes ☐ No

If yes, which attorney(s): Jasmine Narang

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Incidental Fee Authorization

Policy Number 111.03.02

Link: <https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-3-tuition-student-fees/incidental-fee-authorization>

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

ORS 352.105 Mandatory Incidental Fees

Link: https://oregon.public.law/statutes/ors_352.105

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

Established in 2017, this policy relates to processes and practices for the establishment of ASUO's Incidental Fee. Revisions are necessary to codify current practices, align terminology with ASUO governance documents, and reflect revised fee structures.

AFFECTED PARTIES

Who is impacted by this change, and how?

Incidental-Fee Decision Making Officers of the ASUO Student Government Association, University Administration and Board of Trustees (related to the fee approval process only), Units funded by the Incidental Fee.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Ravi Cullop	ASUO Chief of Staff	4/16/2025
Julie Scroggins	Interim Director, Student Gov't Engagement & Success	5/1/2025
Sorin Dragoiu	Financial Services Director, Division of Student Life	5/7/2025
Kathie Stanley	Associate Vice President and Chief of Staff, Student Life	5/7/2025
Angela Lauer Chong	Vice President for Student Life	5/5/2025
Jasmine Narang	Office of General Counsel	5/22/2025
Taliek Lopez-DuBoff	ASUO Student Senate President	5/22/2025