



1111 Franklin Street
Oakland, CA 94607-5200
Phone: (510) 987-9074
Fax: (510) 987-9086
<http://www.ucop.edu>

April 12, 2011

CHANCELLORS

Dear Colleagues:

Enclosed is a new Delegation of Authority 2559, Authority to Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, and Summer Session and University Extension Fees.

This Delegation supersedes the November 2, 2010 Delegation of Authority (DA 2557) and is effective on July 1, 2011. The new Delegation also rescinds the letter of December 19, 2007 from President Dynes to the Chancellors regarding the Candidacy Fee and the Master's Thesis Submission Fee. The sole revision to the previous Delegation consists of the inclusion of fees charged to preserve Electronic Theses and Dissertations and makes them accessible. As a result of this revision, Chancellors will have the authority to set Candidacy Fee and Master's Thesis Submission Fee levels.

The Guidelines for Implementing Course Materials and Services Fees issued October 7, 2009 have not been revised but are included again for your information.

While not required by the Delegation, parties should be prepared upon request to report on any fees and charges implemented under this delegation.

Background Information about Delegation Revision:

As you know, a \$90 Candidacy Fee is currently assessed to all doctoral students who have advanced to candidacy to cover the costs related to the preparation and submission of doctoral dissertations. The parallel, campus-optional \$55 Master's Thesis Submission Fee facilitates the electronic preparation and submission of master's theses. Historically, these fees have been approved by the President.

In the past the fee level was based on the cost of publication services provided by ProQuest, an external company that houses dissertations in a database. Campuses have been billed for the services, and revenue generated by the Candidacy Fee and Master's Thesis Submission Fee has helped campuses cover the costs. In addition, \$25 of the Candidacy Fee was pooled with other funds at the Office of the President and returned, in its entirety, to the campuses as UC General Funds. In 2009-10, the Candidacy Fee funds returned to the campuses as UC General Funds totaled approximately \$124,000 across the system. UC General Funds are unrestricted and provide general support for the University's core mission activities. Campuses determine the use of these funds at the local level.

As you know, ProQuest is in the process of eliminating its fees for the filing of dissertations and theses, and the California Digital Library (CDL) anticipates that it will be ready to support the preservation and access of Electronic Theses and Dissertations (ETDs) across the UC system by the end of the 2010-11 academic year. Thus, in the future campuses will be able to determine how ETDs are preserved and made accessible, in compliance with University and campus policy.

In light of the changes to the preservation of ETDs and the pending systemwide funding streams initiative, it is now appropriate to categorize the Candidacy Fee and Master's Thesis Submission Fee as "user fees" with authority delegated to you, effective July 1, 2011, to determine the fee levels. Under the systemwide funding streams initiative, planned for implementation on July 1, 2011, it is appropriate for campuses to retain all of the revenue generated by the Candidacy Fee, as well as all of the revenue generated by the Master's Thesis Submission Fee. Consequently, the \$25 portion of the Candidacy Fee will no longer be collected by the Office of the President and returned to the campuses as UC General Funds.

In accordance with the attached Delegation, you must set the Candidacy Fee and Master's Thesis Submission Fee, when applicable, at levels that reflect a "reasonable relation" between the fee in question and its purpose.

Sincerely,

Mark G. Yudof
President

Enclosures: [Delegation of Authority 2559](#)
[Guidelines for Implementing Course Materials and Services Fees \(10/7/2009\)](#)

cc: Members, President's Cabinet
Vice Provost Greenstein
Associate Vice President Obley
Council of Vice Chancellors
Council of Graduate Deans
Vice Chancellors for Student Affairs
Campus Planning and Budget Officers
University Policy Office