



Prepared by the Vice President for Planning and Policy.
This replaces E6.202 dated September 1996.

UNIVERSITY OF HAWAI'I

Executive Policy - Administration

October 2000

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E6.202 Tuition-setting Procedures

I. INTRODUCTION



This executive policy implements State Statute and Board policy relating to tuition-setting procedural parameters at the University of Hawai'i. Separately, policy requirements governing the substance of tuition proposals are contained in Board of Regents policy, Section 6-3.

II. OBJECTIVES

The purposes of this policy are to establish and promulgate procedures for setting tuition at the University that are consistent with the requirements of State Statute and Board policy. The objectives are to provide students and others with timely notice, distribution, and explanation of tuition proposals, and to ensure that students and others have the opportunity to present testimony on University of Hawai'i tuition proposals

III. RELEVANT POLICY

A. Board of Regents Policy

Board policy, Section 6-3, states:

Every effort will be made to provide advance notice of tuition increases.

B. State Statute

Act 251, adopted by the 1996 Legislature and approved by the Governor on 6/18/96, amends Hawai'i Revised Statutes as summarized below.

1. When establishing resident and non-resident tuition at the University of Hawai'i, the Board of Regents is exempt from the public notice, public hearing, and gubernatorial approval requirements of Chapter 91.

2. Resident and non-resident tuition may be established at an open public Board of Regents meeting subject to the requirements of the “Sunshine Law” (Chapter 92), provided that:
 - a. This open meeting is held during or prior to the semester preceding the semester to which the tuition applies; and
 - b. A copy of the schedule of resident tuition and the non-resident differential is filed in the Office of the Lieutenant Governor prior to taking effect.
3. Act 251 also specifies that the Board’s approval of any increase or decrease in tuition for regular credit courses shall be preceded by an open public meeting held during or prior to the semester preceding the semester to which the tuition applies.

IV. TUITION-SETTING PROCEDURES

In accordance with the policy requirements summarized above, University procedures for setting tuition are as follows.

- A. Consistent with Board of Regents policy, the administration develops proposed tuition schedules (referred to hereafter as the tuition proposal).
- B. The tuition proposal is distributed in written format and made available as follows: electronically via an appropriate information network and technology (e.g., on the Internet via the World Wide Web); to the Board of Regents; to the University community, including administrators, student government leaders, campus faculty senate leaders, and collective bargaining unit leaders; and to others in the community as appropriate. This distribution includes a request for written comments on the proposal and takes place at least 15 days in advance of the open public meetings called for in IV.D below.
- C. The administration is available to brief students and others on the tuition proposal.
- D. The administration conducts open public meeting(s) on the tuition proposal. For tuition proposals affecting undergraduate students, at least one such meeting is held on Hawai‘i, Maui, Kaua‘i, and O‘ahu. Tuition proposals affecting other student populations are accompanied by public meetings as appropriate, but in all cases at least one public meeting will be held. Public tuition meetings are announced on all campuses at least 15 days in advance.

Meeting notices are disseminated via campus newspapers or other appropriate means. These public meetings take place on campuses and are scheduled outside of vacation days and test week. They are held for the purposes of:

1. Explaining the tuition proposal to affected students (electronic media may be used to assist with this process); and
 2. Affording affected students and other interested parties the opportunity to present testimony on the tuition proposal. Members of the administration are present to receive testimony, and the Board is invited to attend.
- E. The administration provides the Board with a summary of the positions stated at the open public meetings, reviews comments and testimony received on the tuition proposal, and incorporates revisions as appropriate.
- F. A final tuition proposal is presented to the Board of Regents for approval at an open public meeting conducted in accordance with the requirements of Chapter 92. This action is completed during or prior to the semester preceding the semester in which the proposed tuition applies and takes place no later than the last day of instruction of that semester.
- G. A copy of the approved schedule of resident tuition and the nonresident differential is filed in the Office of the Lieutenant Governor prior to the effective date.