



**UNIVERSITY OF HAWAII**

PRESIDENT, UNIVERSITY OF HAWAII  
AND CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

May 27, 1998

**EXECUTIVE MEMORANDUM NO. 98-5**

**TO:** Senior Vice President and Executive Vice Chancellor  
Senior Vice Presidents and Chancellors  
Senior Vice Presidents  
Vice Presidents  
Chancellor  
Secretary of the Board of Regents  
State Director for Vocational Education

**SUBJECT: EXECUTIVE POLICY E6.203 CONTRACTED AND  
TELECOMMUNICATION COURSE/PROGRAM FEES**

Enclosed is a new Executive Policy E6.203 that establishes procedures for setting course fees for credit programs and/or courses that are entrepreneurial in nature. This policy implements the provisions of the delegation contained in Board of Regents Policy Section 6-3h.

I am hereby officially promulgating Executive Policy E6.203. Please distribute the policy to appropriate offices and organizations. Thank you for your assistance with this matter.

A handwritten signature in cursive script that reads 'Kenneth P. Mortimer'.

Kenneth P. Mortimer  
President, University of Hawai'i, and  
Chancellor, University of Hawai'i at Mānoa

Enclosure

Prepared by the Office of the Vice President for Planning and Policy.  
This is a new policy.

UNIVERSITY OF HAWAI'I

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EXECUTIVE POLICY - ADMINISTRATION

May 1998

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E6.203 CONTRACTED AND TELECOMMUNICATION COURSE/PROGRAM FEES

I. INTRODUCTION

This executive policy directs implementation of Board of Regents Policy Section 6-3.h relating to contracted and telecommunication course/program fees. Board policy delegates to the President the authority to set course fees for credit programs and/or courses that are entrepreneurial in nature. This executive policy provides guidelines to implement this delegation.

Non-credit instruction delivered in-state or out-of-state is not encompassed by this policy. Tuition and fee policy specific to charges for non-credit instruction has been promulgated previously in Board of Regents Policy Chapter 6-3.g.

II. POLICY GUIDELINES

In general, special course/program fees requested under this authorization should meet the test of positioning the University of Hawai'i to act quickly and charge market-sensitive fees for credit instruction offered to special populations. Other guidelines include the following:

- A. The proposed fee applies to courses or a program to be delivered in in-state or out-of-state under special request, agreement, or contractual arrangement to a select audience and/or to a select site. Examples may include a series of credit courses and/or an entire degree program in which enrollment is limited to employees of a specific private organization (e.g., a particular hospital, bank, school, community group, etc.) or to a specific jurisdiction outside Hawai'i.
- B. The proposed fee applies to credit courses and/or programs offered outside Hawai'i and delivered on-site or by telecommunications.
- C. Proposed credit course fees should reflect cost recovery unless a specific general fund subsidy is available. The proposed fee always

includes applicable resident tuition and may reflect additional instructional and course or program costs such as the following:

1. Salary of faculty or other professionals providing instruction or service; honoraria for resource people and professionals;
  2. Program and course development costs;
  3. Costs associated with telecommunications delivery;
  4. Student support service costs (e.g., registration, record keeping and reporting, financial assistance, etc.);
  5. Academic support costs (e.g., library, advising, mentoring, counseling, etc.);
  6. Institutional support including general administration and technology costs (e.g., promotional brochures, mailing, and advertising; cashiering and accounting; computers, telecommunications technology, and transmission costs; etc.);
  7. Facilities costs;
  8. Other costs required to deliver the course/program.
- D. For courses and programs offered outside of Hawai'i, the combination of resident tuition and the course fee applies instead of nonresident tuition.
- E. The credit courses and/or programs for which special fees are requested are established in accordance with campus requirements directing course approval and Board of Regents requirements directing the establishment of new degree programs (see Executive Policy E5.201). Further, courses and programs delivered across geographical distances or through innovative delivery methods may require prior approval by the Western Association of Schools and Colleges.
- F. The special credit course/program fees permitted within this policy do not replace nor supplement Board of Regents approved tuition schedules for general student populations. For example, a universal charge applicable to all regular students majoring or enrolling in a

field of study is not within the scope of the delegation set forth in BOR Policy 6-3.h. Requests for such program-specific tuition schedules (e.g., Law, Medical, or Nursing Schools) must be proposed and established in accordance with Board and Executive Policy directing tuition setting for the general student body (see Board of Regents Policy Section 6-1, 6-3, and Executive Policy E6.202). Also, student and related special service fees and charges established within the authority of Board of Regents Policy 6-5 are requested and authorized separately.

### III. FORMAT FOR REQUESTING SPECIAL CREDIT COURSE/PROGRAM FEES

Requests for the special fees outlined above are forwarded through usual line campus officers (provosts/deans, and senior vice presidents) for final approval by the President. Proposals should include at least the following information:

- A. Department/Program/College requesting the fee.
- B. The target student population.
- C. The total fee requested including a breakdown for resident tuition and additional fees.
- D. The date at which and duration for which the fee will be activated.
- E. A description of the course/program to which the special fee will apply and a statement of the intended use of the special fee revenues.
- F. Any memorandum of understanding, contract, or agreement established by the date of the special fee request submission or drafts of such documents intended to be arranged thereafter should be provided as supporting documents.

### IV. REPORTING

The major University Units (UH Mānoa, UH Hilo, UH-West O‘ahu, and the UH Community Colleges) forward to the President by July 1 of each year a report on the headcount enrollment of students served in courses or programs for which special fees were requested and established, the location of the course/programs, and overall revenues received.