

This update replaces Policy E7.201 dated March 1987.

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

August 2013

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E7.201 Administrative Policy and Procedures Governing Participation
in the National Student Exchange Program

I. INTRODUCTION

The National Student Exchange (NSE) is a consortium of colleges and universities which provides students an opportunity to exchange, for up to one academic year, between member institutions in other areas of the United States, its territories, and Canada. On July 27, 1978, the Board of Regents approved the University of Hawai'i's participation in NSE, and delegated to the President authority to set policy and administrative procedures for participation by respective Units.

Membership by an institution in NSE is an agreement to reciprocate with other members in the admission of a limited number of exchange students, with provision for special tuition arrangements. The NSE is viewed by the University of Hawai'i as essentially a student service and academic enhancement program partially supported by participant fees.

Accordingly, the following objectives, policies, and procedures are established to govern participation in the NSE by Units and campuses of the University of Hawai'i.

II. OBJECTIVES

The objectives of the University of Hawai'i's participation in the National Student Exchange are to:

- (1) Provide University of Hawai'i students with the opportunity to enroll at member institutions in other areas of the United States, its territories, and Canada through exchange placements involving reduced tuition and fees.
- (2) Operate the program on a partially self-supporting basis through the collection of participant (application/placement) fees.

III. POLICIES

- (1) The President authorizes membership in the NSE consortium by individual 4-year campuses of the University of Hawai'i, approved by the Central Office of the National Student Exchange. UH-Mānoa and UH-Hilo are currently authorized to participate.

- (2) Each campus participating in the NSE consortium must make provision to pay to the NSE consortium:
 - (a) the annual campus institutional membership fee; and
 - (b) such additional (application/placement) fees per participant as may be set by the NSE.
- (3) The President approves a student application/placement fee for each Campus, under the authority delegated by the Board of Regents in Section 6-1 of the Board of Regents Bylaws and Policies. This fee is set to provide the per student payment (an application/placement fee which is periodically increased) set by and due to the NSE Central Office in addition to funds for certain additional campus program expenses (appropriate and necessary orientation activities and educational services provided by the campus to incoming exchange students). The fee due to the NSE Central Office is non-refundable once a placement decision has been made.
- (4) In addition to the per-student application/placement fees due to the NSE Central Office, revenues from the application/placement fee may be used to pay the institutional membership fees, expenses for each campus NSE Coordinator to attend the mandatory NSE annual placement conference, and partial additional campus program expenses.
- (5) Under the authority delegated to the President by the Board of Regents in Section 6-1 of the Board of Regents Bylaws and Policies, the President approves all changes in program fees for each campus.
- (6) The maximum level of participation at each campus is to be determined by each Chancellor.
- (7) Participation by non-resident students of the University of Hawai'i in the NSE is permitted on a space-available basis, after demand for participation by residents is fully satisfied.
- (8) The Chancellor for each campus is responsible for overseeing the management of the campus NSE program, in conformance with these policies and procedures.

IV. ADMINISTRATIVE PROCEDURES

- (1) Each campus maintains an account which is used to transact fiscal matters pertaining to the University's participation in the NSE.
- (2) Additional campuses of the University of Hawai'i system may request authorization from the President to participate in the NSE when there is sufficient student interest to suggest that partial self-support can be achieved by maintaining a participant fee level that does not discourage participation.
- (3) In keeping with the reciprocal nature of the program, each participating Campus will provide for reduced tuition and fees for incoming and outgoing NSE students in one of the two ways

permitted by University and NSE policy:

- (a) Plan A, which permits the payment of resident (in-state/in-province) tuition and fees at the institution the student attends while on exchange.
- (b) Plan B, which permits the payment of tuition and fees at the student's home institution, under the condition that incoming students accepted under this plan be granted tuition exemption.