

## Proposal to add new or update existing policies and procedures

### Basic Information:

- 1) This is a request to [ ] add a new, [X] update an existing, [ ] abolish an existing policy/procedure.
- 2) Policy Title: Tuition-Setting Procedures
- 3) Policy Number: Executive Policy 6.202
- 4) Current Responsible Office: Office of the Vice President for Academic Strategy
- 5) Proposed Responsible Office: same
- 6) Name/Title of Requester: Debora Halbert, VP for Academic Strategy
- 7) Requester Contact: Ext. 66897, halbert@hawaii.edu
- 8) Requesting Office VP or executive: same as above

### Vetting Process Information:

- 1) Why is this change necessary? e.g., legal, regulator, financial, operational, accreditation, etc.

[RP 6.203](#) authorizes the Board of Regents to establish and adjust tuition rates for the UH System. In this regard, [EP 6.202](#) prescribes the tuition setting procedures. Changes to these procedures are being recommended to permit electronic dissemination of proposed tuition changes and to conduct virtual tuition hearings in addition to or in lieu of in-person meetings to better facilitate outreach and attendance. Other minor edits to language are being made to refresh the policy for modern technology.

- 2) Impacts of new or revised policy / procedure:

- a. General impacts? Provides greater outreach for consultation on proposed tuition changes by allowing for virtual attendance at meetings where changes to tuition are discussed.
- b. Groups/people impacted? Faculty, staff, students and the general public will have easier access to the tuition hearings and proposed changes.
- c. Financial impact? While no financial impacts are anticipated, it may reduce travel costs related to administrators/staff traveling to each island to conduct tuition hearings. Fewer people will be required to travel.
- d. Other policies/procedures affected? None

- 3) Detailed summary of changes:

New definition:

- Virtual meeting – A gathering that takes place electronically rather than in a physical meeting space, including hybrid meetings in which some participants are physically present and some are engaged electronically.

Changes to procedures:

- Proposed tuition changes shall be disseminated electronically.
- Tuition hearings shall be conducted virtually and/or in person.

4) Who was consulted?

The Institutional Research and Planning Office (IRAPO) primarily responsible for revising tuition schedules, the Office of General Counsel. The policy was distributed as an FYI to UH Faculty and UHPA.

5) Are there measures that need to be implemented prior to execution? If so, please specify. Who will be responsible to ensure appropriate preparations are made?

No

6) What steps will be or have been taken to ensure that proper communication and training is/was provided for the successful implementation of this change?

IRAPO and OVPAS are responsible for communicating changes to tuition. These units have been instrumental to revisions and will follow the policy when tuition is again revised.

### **Approver Comments**

Name/Title of First Approver: \_\_\_\_\_

1<sup>st</sup> Approver Comments:

Name/Title of Final Approver \_\_\_\_\_

Final Approver Comments: