



Executive Policy Chapter 6, Tuition and Fees

Executive Policy EP 6.202, Tuition-Setting Procedures

Effective Date: ~~October 2014~~ ^{***}, 2023

Prior Dates Amended: ~~October 2014~~, October 2000, September 1996

Responsible Office: Office of the Executive Vice President for Academic ~~Strategy~~ ^{Affairs}

Governing Board of Regents Policy RP 6.203, Tuition, Financial Assistance and Fees

Review Date: ~~August 2018~~ ^{***}, 2026

I. Purpose

To implement 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, RP 6.203.

II. Definitions

~~No policy specific or unique definitions apply.~~ Virtual meeting: A virtual meeting is a gathering that takes place electronically rather than with all participants in a single physical meeting space. This includes hybrid meetings in which some participants may be physically present in the same physical meeting space and others engaged electronically either individually or gathered in groups at one or more secondary locations.

III. Executive Policy

A. Objectives - The objectives of this policy are:

1. to provide students and others with timely notice, distribution, and explanation of tuition proposals, and
2. to ensure that students and others have the opportunity to present testimony on University of Hawai'i tuition proposals.

B. Relevant Policy

1. Board policy, RP 6.203, states:
Every effort will be made to provide advance notice of tuition increases.

2. 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.

- a. 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.
 - b. 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:
 - 1) This open meeting is held during or prior to the semester preceding the semester to which the tuition applies; and
 - 2) 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.

C. Tuition-Setting Procedures

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

1. Consistent with Board of Regents policy, the administration develops proposed tuition schedules (referred to hereafter as the tuition proposal).
2. 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 III.~~C.4D~~ below.
3. The administration is available to brief students and others on the tuition proposal.

4. The administration conducts open public meeting(s) on the tuition proposal. For tuition proposals affecting undergraduate students, at least four public meetings will be held for participation by residents of at least one such meeting is held on Hawai'i, Maui, Kaua'i, and O'ahu. Meetings may be virtual or in person. Tuition proposals affecting other student populations are accompanied by public meetings as appropriate, but in all cases When any other tuition rate besides undergraduate tuition is to be increased, at least one public tuition meeting will be held.
- 4.5. 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 (e.g., system-wide email announcements or campus newspapers). These public meetings take place on campuses and are scheduled outside of vacation days and final ~~test~~ week. They are held for the purposes of:
- a. Explaining the tuition proposal to affected students (electronic media may be used to assist with this process); and
 - b. 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.
- 5.6. 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.
- 6.7. 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.
- 7.8. 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.

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

Office of the Vice President for Academic ~~Strategy Planning and Policy~~
Telephone: (808) 956-6897
Email: ovpa~~sa~~@hawaii.edu

VI. References

- A. EP 6.201 Attachment 1 - Tuition Schedules, 2012-2013 through 2016-2017
- B. Link to superseded Executive Policies in old format
<https://www.hawaii.edu/policy/archives/ep/>
- C. Link to Administrative Procedures in old format
<https://www.hawaii.edu/policy/archives/apm/sysap.php>

Approved:

David Lassner Date ~~October 31, 2014~~
President