



UNIVERSITY
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SYSTEM

May 13, 2022

TO: Council of Chief Academic Officers

FROM: Debora Halbert
Vice President for Academic Strategy *Debora Halbert*

SUBJECT: Follow-up to IDAP Changes Memo Dated February 23, 2022

This memo is a follow up to the IDAP changes memo dated February 23, 2022, which explained a change in the categorization of IDAP back to non-institutional starting Fall 2022.

As a reminder, non-institutional charges like IDAP costs may be paid with Title IV funds only if the student completes a Title IV Authorization Form (available at the UH campuses that participate under the Title IV Authorization rules) and if the student has enough excess Title IV funds after tuition and fees have been covered. The current plans are that UH West O'ahu and the UH Community Colleges will provide Title IV Authorization Forms for students to opt in to pay non-institutional charges with their Federal financial aid. Please note that for all students, any excess aid included in a refund, including institutional aid and scholarships, may be used to pay for any outstanding non-institutional charges.

In order for all students to have accurate information about course-related fees at the time of registration, **your assistance is needed in working with your faculty and staff to implement the deadlines and procedures below:**

DEADLINES:

SUMMER TERM

March 1: Deadline for faculty to submit book orders (UHM: Feb 1; Others March 1)
April: Registration starts

FALL TERM

March 1: Deadline for faculty to submit book orders (UHM: Feb 1; Others March 1)
April: Registration starts

SPRING TERM

Oct. 1: Deadline for faculty to submit book orders (UHM: Sept. 1)
November: Registration starts

In the table below, the bookstore got the IDAP percentages by comparing the book orders they have received for the upcoming summer/fall to who used IDAP the previous summer/fall. However, the percentages are an estimation because they do not account for new faculty opting to use the IDAP option or other faculty who wish to now jump on IDAP. So, while the actual

IDAP percentage may look promising, because campuses have not yet all turned in their book orders/preferences, these percentages may fluctuate. As of April 5, these were the percentages by campus of completed book order submissions for Summer 2022 and Fall 2022 sessions with IDAP % in () based on previous year.

Campus	Summer Book Orders (As of 5/3/22)	Fall Book Orders (As of 5/3/22)
UHH (and HAW)	71% (99%)	55% (60%)
UHM	29% (50%)	22% (42%)
UHWO	98% (100%)	90% (90%)
HON	95% (93%)	85% (91%)
KAP	71% (100%)	53% (93%)
KAU	100% (100%)	80% (90%)
LEE	68% (100%)	70% (100%)
MAU	40% (100%)	50% (100%)
WIN	71% (71%)	46% (100%)

CONSISTENT PROCEDURES: The strategies below will facilitate more efficient and timely posting of IDAP charges to student accounts:

- Faculty to submit book orders according to timelines above.
- Campuses to submit book orders as they are received by faculty (as opposed to delaying and submitting one large batch, as the bookstore will post IDAP charges as received).
- VCAA/Designee to coordinate communication with campus schedulers and other appropriate stakeholders.

In addition to benefitting all students, these procedures will also support financial aid recipients' ability to automatically apply their Federal financial aid towards IDAP charges through Title IV Authorization, provided those charges are in place by the time initial financial aid is disbursed each semester.

Now that registration is underway, should faculty add an IDAP to their course, it is the responsibility for the faculty and the department to inform students of this addition.

c: Council of Senior Student Affairs Officers