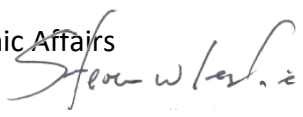




MEMORANDUM

To: Presidents and Provosts of U. T. System Academic Institutions

From: Steven W. Leslie, Ph.D., Executive Vice Chancellor for Academic Affairs 

RE: AY 2018 – 2019 and AY 2019 – 2020 Tuition and Fee Request Process

Date: September 5, 2017

CC: David E. Daniel, Ph.D., Deputy Chancellor
Wanda Mercer, Ed.D., Associate Vice Chancellor for Student Affairs
Meredith Goode, Director of Academic Policy and Analytics
Lydia Riley, Research and Policy Analyst

The Academic Affairs Committee of the U. T. System Board of Regents recently provided direction on the upcoming tuition and fee process for the 2018 – 2019 and 2019 – 2020 academic years. I am writing to provide some guidance on the request process, template, and the proposed time frame.

Tuition proposals may include requests for increases in designated tuition and mandatory fees that represent increases in total academic costs for the average full-time undergraduate and graduate student (i.e., both resident and non-resident). As requested in the proposal template, the justification should include economic factors such as inflation, regional economic growth, and operating revenue considerations, in addition to issues of greatest institutional priority, especially as they relate to student success, student support, and faculty recruitment, retention, and excellence.

Requests for increases must be well justified and demonstrate significant institutional need based on the priorities outlined in the proposal.

Student affordability and the potential impact of increases on students and families must be addressed in the proposal in terms of access, net price, and student debt. Factors related to institutional sustainability, accountability, and administrative efficiencies should also be considered.

As always, the proposals will be developed with substantial involvement of students and institutional stakeholders, in accordance with institutional guidelines and the convening of tuition and fee committees, town hall meetings, meetings with student government leadership, community leadership and legislative representatives, stakeholder surveys, and other feedback mechanisms.

As each of you works closely with your campus community to develop and finalize a proposal, it is important to coordinate with the U. T. System Offices of Academic Affairs and Governmental Relations, along with local and state legislative delegations, to have a robust conversation about your proposal. Through this process, community leadership and legislative representatives can gain a unique understanding of your request, the potential impact on students, institutional priorities, and potential challenges that your institution may face. From this process, we hope you emerge with a shared understanding of the need for any proposed increases.

Proposals to increase total academic costs for resident and non-resident undergraduate and graduate students will be considered under both the traditional rate plans and guaranteed rate plans. Although detailed information is requested for each type of differential tuition (if relevant), increases to total academic cost will be considered based on the average or weighted average full-time student count in each relevant student cohort or population.

Any proposed increases to mandatory fees must be in accordance with statutory authority. If increases to a student fee require a referendum, please follow the process in accordance with the U. T. System *Regents' Rules and Regulations, Rule 40401*.

Attached, you will find a tuition and fee template proposal that allows each institution to detail tuition and fee requests. For any questions related to the details of the template, please email [Lydia Riley](mailto:Lydia.Riley@utsystem.edu), Research and Policy Analyst in the Office of Academic Affairs (lriley@utsystem.edu). Answers to questions will be shared with all institutions in the form of FAQs, and conference calls will be scheduled to discuss and clarify details, as needed. An institution-specific excel workbook will also be shared, in a separate email, within the next couple of days to facilitate the input of detailed tuition and fee information for submission.

You can also find copies of these materials and other information related to tuition and fees on our [website](#).

We look forward to assisting and supporting each institution as you outline proposals which help advance the institutional mission and priorities, while carefully considering student affordability. Please return the completed tuition proposal template and excel file to the Office of Academic Affairs by **Monday, December 4, 2017**. The U. T. System Board of Regents will formally consider tuition proposals at the February 2018 Board Meeting.

Attached: Tuition and Fee Proposal Template