

**MEMORANDUM**

**To** Board of Regents  
**From:** Board Office  
**Subject:** Revisions to the Board of Regents Policy Manual  
**Date:** September 1, 2004

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**Recommended Actions:**

1. Approve, as first reading, revisions to Chapter 8 – Fees and Charges the Board of Regents Policy Manual:
  2. Authorize the Board Office to proceed with implementing changes to 681 IAC 9.6(1) regarding the timing of setting tuition to be consistent with action taken by the 2004 General Assembly on Iowa Code 262.9.18.
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**Executive Summary:**

First Reading Revisions to Chapter 8 (Attachment A) are presented for first reading.

During the past year, the Board has been evaluating the current tuition policy through several studies on tuition policy. These studies were comprehensive considering the many aspects of tuition and fees. Based on the Board's direction at the February, May, and August 2004 Board meetings and considering the Public Policy Task Force recommendations in Agenda Item 3, changes to the Policy Manual are presented for first reading.

The most significant changes include:

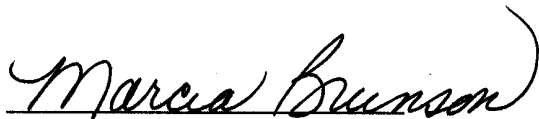
- A change in tuition timing
- The addition of a set of principles for setting tuition for fiscal years 2006 through 2009. At the end of the four-year period, the Board will re-evaluate the tuition policy.
- Miscellaneous Fees

**Background and Analysis:**

Standard revision process takes two Board meetings

Changes are proposed to the Policy Manual as a result of editorial review and Regent comments. The traditional revision process for substantive revisions involves initial review and comment by the institution and the Board (the “first reading”) and then providing final Board approval for publication at a subsequent Board meeting.

Revisions to the Policy Manual that have been approved by the Board to date are listed in **Attachment B**.

  
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Marcia R. Brunson

Approved:   
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Gregory S. Nichols

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**PROPOSED REVISION:**

**FIRST READING**

**VIII. FEES AND CHARGES**

**Board Responsibilities**

The Board of Regents is responsible for establishing fees and charges at the Regent institutions, such as tuition, mandatory fees, miscellaneous charges, room and board rates for university residence systems, and parking rates. Certain exceptions do apply.

Each proposed increase in student charges is presented to the Board twice — first for preliminary consideration and public notice requirements and second for final approval.

State law (Iowa Code § 262.9.18 and 681 IAC 9.6(1)) requires the Board to:

1. Notify the presiding officers of the student government organizations not less than thirty days prior to action to increase charges, including a copy of the related docket memorandum; and
2. Make the final decision on tuition and mandatory fees for the next academic year ~~no later than the Board's November~~ at a regular meeting, which is to be held in one of the three university cities but not held during ~~the Thanksgiving break~~ a university holiday or break.

The Administrative Code (681 IAC 9.6(2)) requires, that if an increase is proposed from the initial amount to increase a tuition, fee, or charge is increased, the docket is to be resent to student leaders and an additional 30-day notice period is to be given prior to Board approval.

The distribution of Board docket materials relating to the proposed increases shall be sent to the person identified by each institution as the student government president and mailed or emailed to the student government office listed in each university directory.

**Tuition**

**Tuition Policy**

Iowa law (Iowa Code §262.9.23) requires the Board to adopt a policy for establishment of tuition rates that provide some predictability for assessing and anticipating changes. ~~Consistent with this requirement, the Board's tuition policy is as follows:~~

~~Resident undergraduate tuition at the Regent universities shall be set annually to keep pace with the Higher Education Price Index and to provide support to finance university programs at levels sufficient to implement the Board's aspirations for excellence as outlined in the Board's strategic plan.~~

## Classifications of Residents and Nonresidents for Tuition

### 1. General

The rules for classification of a student as a resident or nonresident for tuition and fee purposes are found in the 681 IAC 1.4. Those rules include general residency guidelines, with specific discussion of military personnel, American Indians, refugees, and immigrants.

### 2. Graduate Assistants and Spouses

Nonresident students with graduate assistantships of 1/4-time or more retain their nonresidency classification, but are assessed Iowa resident tuition and fees as long as the graduate assistantship is continued.

The spouse of a nonresident 1/4-time or more graduate assistant is eligible for Iowa resident tuition during the period of the assistantship appointment. Iowa residency is not granted. When the graduate assistantship ends, the resident tuition assessment for the spouse is terminated.

## Principles for Setting Tuition

The following principles will be used to set tuition at the three public universities governed by the Board of Regents, State of Iowa, for the next four-year period (FY 2006, FY 2007, FY 2008, and FY 2009):

### 1. Base Tuition Categories:

- a. Base Tuition for Resident Undergraduate Students – same rate among the three Regent universities
- b. Base Tuition for Resident Graduate Students – same rate among the three Regent universities
- c. Base Tuition for Nonresident Undergraduate Students – differing rates among the three Regent universities
- d. Base Tuition for Nonresident Graduate Students – differing rates among the three Regent universities
- e. Base Tuition for Resident and Nonresident Professional Students – differing rates among and within the two Regent universities
- f. Transitional Establishment of Base Tuitions for the 2005-06 academic year – For graduate and professional program tuition rates that incorporated surcharges for the 2004-05 academic year, base tuition for the 2005-06 academic year will be the combination of the graduate tuition plus the Board-approved surcharge.

2. On an annual basis, the Board of Regents will increase all base tuition rates by an inflationary percentage equal to the median of the projected HEPI (Higher Education Price Index) range as determined by the University of Iowa's Institute for Economic Research.
3. Supplemental Tuition
  - a. The presidents of Iowa's three Regent universities are authorized to annually submit supplemental tuition requests for Board consideration.
    - i. The universities' supplemental tuition requests may apply to any category of students – e.g. undergraduate, professional by college, class, program of study, residency status.
    - ii. The universities supplemental tuition may be re-requested with or without adjustment – e.g. inflationary adjustment
    - iii. The universities may request supplemental tuition covering multiple years, as long as the maximum time period of the request is within the scope of the current tuition policy timeframe.
    - iv. The board of Regents retains the authority to modify multi-year proposals on an annual basis.
  - b. Supplemental tuition requests, if approved by the Board, are in addition to any base tuition increase.
  - c. Supplemental tuitions do not become part of the base tuition.
  - d. Prior to submitting supplemental tuition requests to the Board Office, each university president must:
    - i. Ensure that supplemental tuition proposals are discussed on campus with the elected leadership of faculty and student organizations.
    - ii. Keep the other two university presidents fully informed throughout the development process of supplemental tuition requests.
    - iii. Submit university recommendations to the Board Office at least eight weeks prior to the designated Board meeting for initial tuition discussion.
    - iv. The Board Office will evaluate university requests for supplemental tuition increases on a case-by-case basis, and make recommendations to the Board regarding such requests.
4. The minimum 15% tuition set aside of gross tuition revenues for student financial aid will be calculated on the combination of base tuition revenues and supplemental tuition revenues.
5. Base tuition increases, ~~supplemental tuition requests~~, changes in mandatory student fees, and tuition-related miscellaneous charges must be submitted and presented for the Board's consideration at the same Board meeting. The Board will finalize its decisions on base tuition, mandatory student fees, and tuition related miscellaneous charges at the following regular Board meeting. Supplemental tuition requests may be presented at the same time or at a later date.

**C. Tuition for Students**

1. Undergraduate Part-Time Tuition -- Resident Rates
  - a. A fixed amount for 0 through 2 credits per term.
  - b. An additional amount for each credit per term from 3 credits per term through 11 credits per term.
  - c. A fixed amount for 12 credits per term and over as established by the Board of Regents.
2. Undergraduate Part-Time Tuition -- Nonresident Rates
  - a. Rates are to be identical to resident rates for 0 through 4 credits per term.
  - b. Follow the above pattern for undergraduate resident rates for 5 credits per term and over as established by the Board of Regents.
3. Graduate Part-Time Tuition
  - a. A fixed amount for 0 through 2 credits per term.
  - b. An additional amount for each credit per term from 3 credits per term through 9 credits per term for each university.
  - c. A fixed amount for 9 credits per term and over as established by the Board of Regents.
  - d. Rates for nonresident students are to be identical to resident rates for 0 through 4 credits.
4. Guidelines for counting post-baccalaureate students as graduate students or special students:
  - a. Count as graduate students only those students who meet the academic requirements (e.g., rank in class, grade point average, subject matter background, standardized test scores, etc.) and are admitted to the Graduate College (ISU, SUI). (See [3] for special conditions relative to UNI.)
  - b. Do not permit students to register for more than 15 credits per term for graduate degrees.

## Attachment A

- c. Establish a category of students called special student (or some appropriate equivalent) that includes students with a baccalaureate degree not admitted to the graduate college. This category does not include professional students (medicine, dentistry, law, nursing, pharmacy, veterinary medicine). At the University of Northern Iowa, all students with baccalaureate degrees are classified as graduate students upon admission and may be classified subsequently as degree candidates with departmental and graduate college approval.
- d. Charge special students the same tuition as is charged undergraduate students.
- e. Recognize that unusual situations may occur and allow deviations from the guidelines set forth above only under conditions as established by the academic vice presidents so that a level of excellence in all programs will be maintained.

### **~~D.~~Tuition for Students Taking an Overload**

An additional tuition fee will not be charged for any overload credits taken by a full-time student at a Regent university.

### **~~E.~~Reciprocal Tuition Agreement between Iowa and Kansas**

The Board of Regents, State of Iowa, and the Kansas Board of Regents entered into a reciprocal tuition agreement to expand student access to academic programming not available in the respective states. The agreement allows Iowa residents to study Occupational Therapy at the University of Kansas Medical Center and Kansas residents to study Actuarial Sciences at the State University of Iowa at the states' respective resident tuition rates.

**The initial agreement provided five waivers for undergraduate students from Kansas desiring to study in the Actuarial Science program and two waivers for undergraduate students and one graduate student from Iowa desiring to study Occupational Therapy. In order to be eligible for the waiver of out-of-state fees under this agreement a student must:**

1. Demonstrate that he or she satisfies the residency requirements of the respective home state.
2. Maintain full time continuous enrollment.
3. Achieve satisfactory academic progress.

The agreement continues thereafter automatically for successive one-year terms, subject to the right of either state to terminate the agreement.

## 8.04 Miscellaneous Fees

### Consistency Among Universities

The three universities are to continue to work together to establish common titles and charges for miscellaneous fees.

Some differences in fee titles and charges may remain because of the unique nature of some programs and services at each institution.

### Institutional or College-Wide Fees

~~Universities must secure Board approval prior to the initiation of new student fees or increases in the amount of existing fees.~~

Board approval is required for:

- All new institutional or college-wide fees.
- All institutional or college-wide fees of over \$1 per semester and all departmental fees over \$10 per semester.

~~The fees to which these provisions are applicable will include all institutional or college wide fees over \$1 per semester and all department fees over \$10 per semester.~~

These fees do not include course fees for payment for materials used, fees that represent returnable deposits, fees assessed for damage or breakage by individual students, and fees assessed to pay for services external to the university.

### Student Organization Fees

The Board approves the concept of a negative checkoff system (opt-out funding) for a student organization financed by nonmandatory student fee collections for the University of Northern Iowa.

The Board approves the concept of a positive checkoff system (opt-in funding) for students to a student organization financed by nonmandatory student fee collections for the State University of Iowa and Iowa State University.

### Types of Miscellaneous Fees

#### 1. Tuition related

Tuition-related fees include items such as continuing education courses and workshops. The tuition-related fees are presented with the Board's annual discussion of tuition and mandatory fees.



2. Non-tuition related

Non-tuition-related fees include a variety of items such as course delivery fees and private music lessons. In each category, students pay only the miscellaneous fees and charges that apply to them, with variances, in type and amount dependent on each student's program, needs, and interests. The non-tuition-related fees are presented in the spring timeframe when the Board discusses room and meal rates.

**8.05 Allocation of Mandatory Student Fees ~~from Mandatory Fees and Designation Tuition~~**

State law (Iowa Code 262.34B) provides procedures for changing allocations of student fees.

- A student fee committee at each university, composed of five students and five university employees, makes recommendations for the student fee allocations to the university president by April 15 for the subsequent academic year.
- The university president forwards the student fee committee recommendations and provides a recommendation to the Board for consideration.
- The Board makes the final decision on changes to student fees.

~~Two distinct types of allocations/designations may be made:~~

~~□ Allocation of certain mandatory student fees; and~~

~~□ Allocation of a portion of tuition specifically designated as student fees.~~

**POLICY AFTER REVISION:**

**VIII. FEES AND CHARGES**

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- The university president forwards the student fee committee recommendations and provides a recommendation to the Board for consideration.
- The Board makes the final decision on changes to student fees.

**Board approved revisions of sections of the Policy Manual**

- Chapter V. Equal Opportunity, in January 2002.
- Chapter II. Meetings and Chapter IV: Personnel, in March 2002.
- Chapter IV. Personnel -- §4.04: Appointment of Presidents, Superintendents, and Executive Director and §4.11: Employment and Supervision of Immediate Family Members, in April 2002.
- Chapter III. Board Office, in April 2002.
- Chapter VI. Academic Policies and Procedures (with the exception of §§6.03 and 6.04), in April 2002.
- Chapter I. Board of Regents, in May 2002.
- Chapter VI. Academic Policies and Procedures, §§6.03 and 6.04, in May 2002.
- Chapter VIII. Charges and Fees, in May 2002.
- Chapter IV. Personnel -- §4.37: Regent Employees Representing the Board of Regents and the Regent Enterprise, and §4.38: Regent Employees Serving on State Committees as Regent Employees, in June 2002.
- Chapter I. Board of Regents -- §1.07(A)(2)(b) (amended to include a community college president as a representative on the Committee on Educational Coordination), in June 2002.
- Chapter VII. Business Procedures -- §7.04: Purchasing, in July 2002.
- Chapter IV. Personnel -- §4.39: Conflict of Interest of Public Officers and Employees – Gifts, §4.40: Conflict of Interest – Duty of Loyalty, and §4.41: Inclement Weather, in January 2003.
- Chapter VII. Business Procedures -- §7.01: Authority, §7.02: General Practices, §7.04: Financing, §7.06: Risk Management, §7.07: Compliance and Reporting, and §7.08: Audits, in January 2003.
- Chapter IX. Property and Facilities -- §9.03: Register of Capital Improvement Business Transactions, §9.04: Permission to Proceed with Project Planning, §9.05: Program Statement, §9.06: Project Descriptions and Budgets, §9.07: Consultant Agreements and Amendments, §9.08: Construction Contracts and Change Orders, §9.09: Acceptance of Completed Construction Contracts, and §9.10: Final Reports, in January 2003.
- Chapter I. Board of Regents -- § 1.03: Report of Special Schools Advisory Committees; §1.04, subsections C and E; and §1.06I: Regent Advisory Committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School, in April 2003.
- Chapter IV. Personnel -- §4.42: Interinstitutional Staff Sharing, in April 2003.
- Chapter VI. Academic Policies and Procedures -- §6.05: Academic Review and Program Approval and subsection 6.05B(3), in April 2003.
- Chapter IX. Property and Facilities -- §9.07: Consultant Agreements and Amendments, in April 2003.
- Chapter I. Board of Regents -- §1.03: Governance, subsection E: Governance Reports – Banking Committee, in May 2003.
- Chapter I. Board of Regents -- §1.05: Board of Regents Committee, in May 2003.
- Chapter VII. Business Procedures -- §7.09: Printing, in July 2003.
- Chapter VII. Business Procedures -- §7.02: General Policies, A. Budgets, 6. Reallocation, in October 2003.



- Chapter I. Board of Regents - §1.06E: Economic Development and Technology Transfer, in October 2003.
- Chapter III. Board Office -- §3.03: Responsibilities of the Executive Director and Board Office, emeritus status for Board Office staff, in November 2003.
- Chapter IV. Personnel -- §4.16: Holidays, in December 2003.
- Chapter IV. Personnel -- §4.31: Drug-Free Environment and Controlled Substances, Subsection C, in December 2003.
- Chapter VI. Academic Policies and Procedures -- §6.05: Academic Review and Program Approval, in December 2003.
- Chapter V. Equal Opportunity -- §5.06: Affirmative Action Committee, in December 2003.
- Chapter VII. Business Procedures -- §7.09: Printing, Subsection D-4, in December 2003.
- Chapter I. Board of Regents -- §1.09, Affiliated Organizations, in January 2004.
- Chapter VII Business Procedures -- §7.04B, Master lease drawdowns, in January, 2004.
- Chapter VII Business Procedures -- §7.04C, Assistance in reporting, in January, 2004.
- Chapter VII Business Procedures -- §7.04I, Purchasing report, in January, 2004.
- Chapter VIII Fees and Charges -- §8.06A, Residence system reporting, in January, 2004
- Chapter I Board of Regents -- §1.03E, Governance Reports, in February 2004
- Chapter I Board of Regents -- §1.02, Strategic Plan, in April, 2004
- Chapter I Board of Regents -- §1.01C, Orientation of Board Members, in May, 2004
- Chapter IV. Personnel -- §4.40: Conflict of Interest, in May, 2004.
- Chapter I Board of Regents -- §1.04, Board Officers, in May, 2004
- Chapter I Board of Regents -- §1.05, Board of Regents Committees, in May, 2004
- Chapter I Board of Regents -- §1.06, Interinstitutional Committees, in May, 2004
- Chapter I Board of Regents -- §1.07, Special Committees, in May, 2004
- Chapter VII Business Procedures – A number of non-substantive editorial corrections were implemented to ensure that the Policy Manual conformed to the revisions in the Board’s committee structure (e.g., “Banking Committee” references were removed or revised) in May, 2004
- Chapter I Board of Regents -- §1.05b, Board Committee responsibilities, in June, 2004
- Chapter I Board of Regents -- §1.05d, Standing Committees of the Board, in June, 2004
- Chapter VI. Academic Policies and Procedures -- §6.01: Admissions Requirements (application fees), in June, 2004.
- Chapter VI. Academic Policies and Procedures -- §6.20: Admission Requirements (Iowa Braille and Sight Saving School) Approval, in June, 2004.
- Chapter VII Business Procedures -- §7.05B.12, Definition of “movable equipment, in January, 2004.
- Chapter 1 Board of Regents -- §1.02 Strategic Plan, August 24, 2004.
- Chapter 3 Board Office -- §3.01 Board Office Statement of Mission, August 24, 2004.
- Chapter 3 Board Office -- §3.03 Responsibilities of the Executive Director and the Board Office, August 24, 2004.