

Minnesota State University, Mankato
University Procedure

Procedure Name:

Differential Tuition Guidelines and Procedures

Custodian:

Effective Date:

- 1) Proposals for differential tuition will be entertained for a) graduate (b) off campus, and (c) on line programs. “Blended” programs will be limited to a maximum of three “face to face” meetings. Undergraduate on campus proposals will not be considered
- 2) Consideration of proposals following the guidelines above will be for three years. At the end of that time the procedure will be reviewed.
- 3) Proposals for differential tuition should concentrate on programs rather than individual courses, although not all courses in a program may be appropriate for differential tuition.
- 4) Proposals for differential tuition should go through a) the College Curriculum Committee; (b) UCAP or Graduate Sub-Meet and Confer if the program is new (established programs and courses do not need this level of review); (c) the Extended Learning Task Force or LTR*; and then (d) Budget Sub-Meet and Confer. (It is expected that these committees/sub-meets will report to the FA Executive Committee.) After going through the committee/sub-meet process proposals will go to the (e) AAC, (f) the campus FA Meet and Confer, and (g) MSSA Senate. Following all campus approvals, proposals must go to MnSCU for final approval.
- 5) As a part of the process, proposals for differential tuition must a) make a strong case for the need of a differential tuition, and b) clearly delineate how funds raised through extra tuition will be spent. Included in this will be an examination of a) program costs, b) a discussion of alternative funding sources sought, and c) market conditions, showing students will be able and willing to pay the higher costs.
 - a. It should be noted here that “differential” is meant to include lower as well as higher. If alternative funding sources are found (such as a legislative special) a proposal for lower tuition in a specific program may be initiated.
- 6) Separate accounts will be kept pertaining to programs approved for differential tuition.
- 7) Approval for programs with differential tuition will initially be limited to three years. At the end of that period, a request for continued differential tuition must be presented, along with the appropriate accounts from the previous three year period.
- 8) Proposals for differential tuition must follow MnSCU guidelines pertaining to the distinction between tuition and fees. Proposals must complete this process by April 1 to receive Board of Trustees consideration.
- 9) The Extended Learning Advisory Committee will review each new differential tuition program after one year of implementation to assess the appropriateness of revenues and expenditures.

* To be determined

Differential Tuition Approval Form

Department: _____ **Program:**

Amount of Differential: _____

Why do you need differential tuition to accomplish your goal?

How will the differential be spent?

Please attach a detailed budget to this form.

Signed: _____ Date: _____ Recommend Do not recommend
College Curriculum Committee Chair

Signed: _____ Date: _____ Recommend Do not recommend
UCAP* or Grad Committee Chair *

Signed: _____ Date: _____ Recommend Do not recommend
LTR or DL Task Force

Signed: _____ Date: _____ Recommend Do not recommend
Budget Committee Chair

Signed: _____ Date: _____ Recommend Do not recommend
Academic Affairs Council

Signed: _____ Date: _____ Recommend Do not recommend
FA President

Signed: _____ Date: _____ Recommend Do not recommend
MSSA President

*If applicable