The State University Board of Trustees adopted an amendment to the Tuition and Fees Schedule for undergraduate, non-matriculated, part-time, out-of-state students effective with the Fall 1997 semester and thereafter. The amendment authorizes campus presidents to lower tuition rates for undergraduate, non-matriculated, part-time, out-of-state students in accordance with guidelines that provide for approval by the Chancellor of the specific rates and assure that costs associated with the enrollment of these students are covered.

The attached guidelines have been developed in accordance with the requirements of the Board of Trustees' resolution. These guidelines reflect the Trustees' stipulation that any differing tuition rates for out-of-state, undergraduate, part-time, non-matriculated students must not be less than 15 percent above the New York State resident part-time tuition rate and must be set to cover total direct institutional costs.

The guidelines establish the maximum number of credit hours taken in a non-matriculated, part-time status at the discounted rate that may be applied toward approved baccalaureate or associate degree programs. The guidelines also establish a requirement for campuses to report by May 1 of each academic year in which the discounted rate is charged, the number of students affected, the number of credits taken under the discounted rate, and the revenues generated.
Questions regarding the Discounted Tuition Guidelines should be directed to Brian Stenson, Vice Chancellor for Finance and Business, at (518) 443-5175.

Brian T. Stenson

Attachment

Copies for information to:
  Presidents, Community Colleges
  President Coll. Alfred University
  Provost Randel, Cornell University
GUIDELINES FOR PART-TIME, NON-MATRICULATED, OUT-OF-STATE STUDENT TUITION

On June 24, 1997 the Board of Trustees adopted an emergency rule amending the State University tuition and fee schedule to permit a discounted tuition rate for part-time, non-matriculated, undergraduate, out-of-state students upon campus request. The Trustees authorized the Chancellor to issue guidelines governing the review and approval of individual campus requests to charge such a discounted tuition rate. Accordingly, the following requirements must be met in order for campuses to charge such tuition rate:

1. Requests to charge a discounted rate to part-time, non-matriculated, out-of-state students must be in writing and submitted to the Office of the Vice Chancellor for Finance and Business by July 1 preceding the academic term in which such rate is sought to be charged (in the first year, the request should be submitted as soon as possible prior to the start of the academic year or term, as appropriate). Additional requests must be submitted any time the rate is changed or the menu of courses to which it applies is changed.

2. Review and approval of such requests by the Vice Chancellor for Finance and Business shall be conditioned upon the inclusion in the campus submission of the following information and provisions:

   a. The campus must demonstrate that the discounted rate is equal to the greater of the average per student direct instructional costs attributable to the courses subject to such rate as described below, or 115 percent of the rate charged to New York State residents for such courses. "Direct instructional costs" is defined to include average full Instructional and Departmental costs as determined on a departmental and course level basis for lower versus upper division courses. This includes direct salary (the instructor) costs, direct support costs (salaries for non-teaching individuals within the department, e.g., clerical employees, supplies and similar expenses other than personnel costs), and other I&DR costs such as salaries and expenses within a dean's office. At the option of the campus, these costs can be determined from reports available from the Provost's Office of System Administration for campuses which participate in CASA.

   b. Campuses shall specify in as much detail as possible, including course number and instructional department, which courses are subject to the discounted rate.

   c. An estimate of the number of students or credit hours expected to be registered under the discounted rate.
d. Campuses shall publish and implement a policy permitting students charged the discounted rate to apply no more than 30 credit hours taken in a non-matriculated, part-time status toward an approved baccalaureate degree program at the institution, and no more than 15 credit hours toward approved associate degree programs at the institution.

3. By May 1 of each academic year in which the discounted rate is charged, authorized campuses shall submit a report to the Office of the Vice Chancellor for Finance and Business detailing the number of students affected, the number of credits taken under the rate and the revenues generated. Such reports shall be made available to the Trustees, so that the success of the program in enhancing recruitment from out-of-state can be evaluated.