

DIFFERENTIAL TUITION PROCESS TIMELINE

1. A differential tuition proposal is developed on a campus. Student input is provided and incorporated into the proposal using the student involvement guidelines approved by the Board of Regents. The program specific and institution-wide differential tuition procedures are attached.
2. A summary of the preliminary differential tuition proposal is shared with all of the Chancellors during an in-person meeting. Feedback from the Chancellors may be used to further develop the differential tuition proposal.
3. The differential tuition proposal is approved by the institution's Chancellor.
4. A full narrative of the differential tuition proposal is submitted to UW System Administration. This narrative must address the following components:
 - a. Proposed Special Tuition Rate. This rate must be expressed as either a percentage tuition increase or as a flat dollar increase (note that percentage increases accumulate over time as the same percentage is collected on an increasing overall tuition base; dollar increases stay fixed over time, varying only for additional or lower total enrollments.)
 - b. Expected Resulting Revenue. The expected resulting revenue must be provided for the first year of the program, based on an increase over current year tuition rates. If the proposal is a multi-year initiative, a projection must be made for the life of the program cumulating prior year increases.
 - c. Enrollment Assumptions. If the differential tuition is targeted toward a specific subset of student enrollments, the definition and size of this subset must be indicated. If the affected enrollments are expected to vary over the life of the differential tuition this must be indicated and calculations should be provided.
 - d. Peer Analysis. Information must be included with the proposal showing where the differential tuition will place the institution or program as compared to the tuition of its peers.
 - e. Market/Student Demand Data. The proposal should describe how the proposed tuition level would affect overall student demand for the program and how such changes in demand fit with the institution's overall enrollment management target and goals.
 - f. Rationale of Use of Funds. The specific needs to which the differential tuition revenues will be applied must be described.
5. UW System Administration staff work with the campus to ensure that all of the above components are adequately addressed in the proposal and contacts the campus with any questions or concerns. If approved by the UW System President, the proposal is submitted to the Board of Regents.
6. Finally, the differential tuition proposal is presented to the Board of Regents by campus representatives, and students are given the opportunity to state their opinion of the proposal. Final approval of the proposal rests with the Board of Regents.