

## Differential Tuition Request Guidelines

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The following information is to provide guidance to units submitting requests for differential tuition additions or modifications to the Provost (Main Campus) or the EVP (Health Sciences). Please note that differential tuition is independent of base tuition rates.

1. Differential Tuition Request Form can be found on the Provost Office website:  
<http://www.unm.edu/~acadaffr/budget-planning/differential-tuition-for-academic-affairs.html>.
  - a. This form must be filled out addressing the rationale for the request, including the following information:
    - i. Market Analysis
    - ii. Student Consultation
    - iii. Accountability and Budget Information
    - iv. Student Access and Affordability
  - b. A Peer Comparison template must also be completed and submitted with the Differential Tuition Request Form.
2. A preliminary Differential Tuition Request Form must be submitted to the Provost Office (Main Campus) or EVP's Office (Health Sciences) no later than the established October deadline.
3. Per Differential Tuition policy UAP 8210 2.2 the preliminary request must be posted to the unit's website no later than the established October deadline to allow for at least 30 days of constituent comment prior to the final submission to the Provost or EVP.
4. Final submission of the request should be submitted to the Provost or EVP with constituent comments no later than 30 days after the established October deadline.
5. The Provost or EVP will review the request and determine whether the differential tuition is justified. If the Provost or EVP determines the request is justified, the request will be moved to the Budget Leadership Team (BLT) for recommendation to the University President for approval, and if approved to the Board of Regents (for Health Sciences the request will first go to their Board of Directors) for final approval **in March/April**.
6. If the differential tuition is approved by the Board of Regents the unit will need to setup three new indices under their organization, one for each semester (summer, fall and spring), so the tuition can flow directly to the unit. Please work with the Provost Office (Main Campus) or EVP's Office (Health Sciences) for guidance on setting up new indices for your organization.

Additional information regarding the Differential Tuition policy can be found on the Policy Office website:

<http://policy.unm.edu/university-policies/8000/8210.html>.