

## 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 Chancellor (Health Science Center). Please note that differential tuition is independent of base tuition rates, therefore any increases to base tuition rates will not automatically result in an increase to existing differential 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 Chancellor's Office (HSC) no later than October 1<sup>st</sup>.
3. Per Differential Tuition policy UAP 8210 2.2 the preliminary request must be posted to the unit's website no later than October 1<sup>st</sup> to allow for at least 30 days of constituent comment prior to the final submission to the Provost or Chancellor.
4. Final submission of the request should be submitted to the Provost or Chancellor with constituent comments no later than November 1<sup>st</sup>.
5. The Provost or Chancellor will review the request and determine whether the differential tuition is justified. If the Provost or Chancellor determines the request is justified, the request will be moved to the University President for approval, and if approved to the Board of Regents (for HSC the request will first go to their Board of Directors) for final approval **by January 5<sup>th</sup>**.
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 Chancellor's Office (HSC) 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>.