



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Budget](#)

**Policy Title:**

Discounted Tuition - PT, Non-Matriculated, Undergraduate, Out-of-State Students

Document Number:  
7601

Effective Date:  
February 25, 1998

This policy item applies to:  
State-Operated Campuses  
Statutory Colleges

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**Summary**

The State University of New York (University) Board of Trustees authorized 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.

These guidelines stipulate 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 instructional costs.

The guidelines also 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 further 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.

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**Policy**

**Requirements**

The State University of New York (University) Board of Trustees authorized the chancellor to issue guidelines governing the review and approval of individual campus requests to charge such a discounted tuition rate for part-time, non-matriculated, undergraduate, out-of-state students.

The following requirements must be met in order for campuses to charge such tuition rate:

- A. Requests to charge a discounted rate to part-time, non-matriculated, out-of-state students must be in writing and submitted to the University 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.

B. Review and approval of such requests by the University office of the vice chancellor for finance and business shall be conditioned upon the inclusion in the campus submission of the following information and provisions:

1. 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.
2. Campuses shall specify in as much detail as possible, including course number and instructional department, which courses are subject to the discounted rate.
3. An estimate of the number of students or credit hours expected to be registered under the discounted rate.

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## Definitions

**Direct instructional costs** — 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 instructional and departmental costs such as salaries and expenses within a dean's office.

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## Other Related Information

[Tuition Schedule](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

There are no forms relevant to this policy.

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## Authority

State University of New York Board of Trustees Resolution 97-97, adopted June 24, 1997.

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## History

Memorandum to presidents from office of the vice chancellor for finance and business 98-1, dated February 25, 1998 regarding Discounted Tuition for Part-Time, Non-Matriculated, Undergraduate, Out-of-State Students.

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## Appendices

There are no appendices relevant to this policy.