BOV POLICY #36 (2019) Public Comment on Tuition and Mandatory Fee Increases

Policy Title:	Public Comment on Tuition and Mandatory Fee Increases
Policy Type:	Board of Visitors
Policy Number:	Board of Visitors Policy # 36 (2019)
Approval Date:	October16, 2026
Responsible Office:	University Board of Visitors
Responsible Executive:	Rector, University Board of Visitors
Applies to:	General Public

POLICY STATEMENT

This policy establishes procedures for the receipt of public comment during the University Board of Visitors' consideration of undergraduate tuition and mandatory fee increases. The policy also requires the Board of Visitors to provide the public with an explanation for any deviation from the projected range of the planned increase in undergraduate tuition and mandatory fees that it previously provided to the public.

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DEFINITIONS

None

CONTACT(S):

The Rector of the University Board of Visitors officially interprets this policy, and is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the University President for appropriate routing to the Board of Visitors.

STAKEHOLDER(S)

General Public

PUBLIC COMMENT ON TUITION AND MANDATORY FEE INCREASES POLICY CONTENTS

In accordance with § 23.1-307(E) of the Code of Virginia, the Norfolk State University Board of Visitors (hereinafter referred to as "the Board") will permit public comment on any proposed increase in undergraduate tuition and mandatory fees. Such public comments will generally be received during the

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Board's May meeting, unless the Board elects to consider such increases during another public meeting as defined by §2.2-3701 of the Code of Virginia. Members of the public wishing to provide comment on proposed undergraduate tuition and mandatory fee increases should provide notice to the Secretary of the Board or his/her designee at least 48 hours before the Board meeting in which tuition and mandatory fee increases are to be considered. Such notice shall include the name and contact information for the individual wishing to deliver public comment. All public comment shall be limited to the topic of undergraduate tuition and mandatory fee increases and each comment shall not exceed five (5) minutes in length. Any individual that does not provide prior notice to the Secretary of the Board or his/her designee shall be permitted to offer comment, but such comment shall not exceed one (1) minute.

In accordance with § 23.1-307(F) of the Code of Virginia, the Board of Visitors, through the Rector or his/her designee shall provide the public with an explanation for any deviation from the projected range of the planned increase in undergraduate tuition and mandatory fees that it previously provided to the general public. Such explanation shall be provided orally or in written form before the Board takes final action on any undergraduate tuition and mandatory fee increase. The Board's minutes shall include the written comments or a transcript of the oral comments.

EDUCATION AND COMPLIANCE

Members of the Board of Visitors shall be made aware of this and other Board of Visitors policies as part of the new Board member orientation process. Any changes to this policy shall be communicated to the Board by the Administration no later than the Board's next scheduled meeting. The Rector shall be responsible for ensuring annual compliance with the provisions of this policy.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Board of Visitors through the Office of the University President will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Educate and train all stakeholders, and appropriate audiences on the policy's content.

REVIEW SCHEDULE

- Next Scheduled Review: March 202
- Approved date: March 19, 2021
- Revision History: October 11, 2019; December 11, 2020; October 16, 2026 (reviewed/no changes made)
- Supersedes: *None*

RELATED DOCUMENTS

- *Code of Virginia § 23.1-307, Public Institutions of Higher Education; Tuition and Fees*
- *Code of Virginia §2.2-3701, Freedom of Information Act, Definitions, "Open Meeting"*
- *University Board of Visitors Contact Information*

FORMS

None