A. PURPOSE

To educate current and prospective students, their families and the public on the factors that the university considers when setting undergraduate tuition and mandatory fees and to provide transparency and input into a decision by the Board of Visitors to increase tuition and/or mandatory fees.

B. POLICY STATEMENT

Whenever Christopher Newport University proposes to raise undergraduate tuition or mandatory fees or both, it shall provide an opportunity for the public to comment on the proposal before members of the Board of Visitors, prior to any vote on the proposal by the Board.

C. PROCEDURES

1. When the university proposes to increase undergraduate tuition and/or mandatory fees, it shall hold a budget information session for the public followed by an opportunity for public comment. This information session and opportunity for public comment will be held during the 30-days between required public notice of the proposal and the date of the Board of Visitors vote on the proposal.

2. At least three (3) Board of Visitors members shall be present during the opportunity for public comment, including the Rector or Vice Rector, and at least one member of the Committee on Finance and Audit.

3. The opportunity for in-person public comment shall remain available for 60 minutes. If the number of individuals wishing to speak is numerous and members of the Board present are available, additional time may be allotted at the discretion of the Rector or Vice Rector.

4. Individuals who wish to offer public comment must sign up on a first-come, first-served basis prior to the beginning of the public comment period. Only individuals who have complied with this requirement will be allowed to offer comment. Speakers will be asked to identify their affiliation with or relationship to the university when they sign up.
5. Each speaker shall be permitted a maximum of three (3) minutes to offer comments and shall limit their comments to the proposal to increase tuition and/or fees. Speakers wishing to have their comments entered in the public record must bring a printed copy of their remarks.

6. Written comments will also be accepted from the date that the public notice of the proposed increase is issued and may be submitted in hard copy or online. Instructions for doing so shall be included in the public notice.

7. The full Board of Visitors shall be provided access to all written comments following the opportunity for public comment.

B. REFERENCES


C. APPROVAL AND REVISIONS

Approved By: Board of Visitors, February 7, 2020

D. NEXT REVIEW DATE: Fall 2021