

# Christopher Newport University

## **Policy: Public Comment on Tuition and Mandatory Fees Policy** **Policy Number: 1075**

Executive Oversight: President's Office  
Contact Office: Chief Communications Officer  
Frequency of Review: Annually  
Date of Last Revision: December 2023

### **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 at a meeting of the Board of Visitors as defined by §2.2-3701 of the *Code of Virginia*, 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. A notice of the date, time, and location of the information session will be published on the University's website and through any other standard means of communication with students at least 10 days prior to the meeting.
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 Facilities.
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 single presentation of at most three (3) minutes to offer comments and shall limit their comments to the proposal to increase tuition and/or fees. This time may be shortened based on the number of individuals signed up to speak in the time available. 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**

*Code of Virginia* §23.1-307. Public Institutions of Higher Education; tuition and fees.

## **C. APPROVAL AND REVISIONS**

**Approved By:** Board of Visitors, February 7, 2020

**Revision 1:** Policy Committee, January 25, 2022

Revision 2: Policy Committee, December 4, 2023

## **D. NEXT REVIEW DATE:** Fall 2024