

Summer Tuition Revenue Incentive Administrative Directive

Purpose

Enrollment in UW Tacoma summer academic sessions has been declining in recent years. To incentivize growth in summer quarter (herein “Summer”), the divisions of Academic Affairs and Finance & Administration have collaborated to establish a Summer revenue share model to begin Summer 2025.

As of fiscal year 2025 (FY25), all UW Tacoma summer tuition revenue is centrally budgeted. For the model outlined in the following administrative directive (herein “Policy”) to be implemented in Summer 2025, School and total Summer revenue levels must exceed the current budgeted amount of \$3.47 million, which is equal to the total revenue from Summer 2024. This ensures that there is additional revenue to share.

Definitions

- **Net Summer Revenue:** Total Summer tuition revenue, minus required waivers and fees, minus costs of instruction.
- **School:** One of the 7 schools offering degree programs – Education (SOE), Engineering & Technology (SET), Interdisciplinary Arts & Sciences (SIAS), Milgard School of Business (MSB), Nursing & Healthcare Leadership (SNHL), Social Work & Criminal Justice (SWCJ), and Urban Studies (SUS).
- **Academic Affairs Administration:** The office of the Executive Vice Chancellor for Academic Affairs (EVCAA) and non-instructional units supporting and within the division of Academic Affairs.

Policy Details

Calculating Net Summer Revenue

Under the UW Tacoma tuition schedule, students pay the same flat tuition rate for 10-18 undergraduate credits, or for 7-18 graduate credits. Therefore, there is no consistent per-credit revenue for student enrollment in summer courses.

Tuition revenue will be tracked and credited to Schools by course, not by student, based on the credit hour value of each course. For example, if a student in an SIAS major takes a summer course offered by SUS then the respective tuition revenue will be credited to SUS.

All Summer expenses must be charged to the appropriate Summer program worktags, which will then be used to confirm each School’s total cost of instruction. This will include non-salary costs like supplies or materials not otherwise able to allocate to a course fee, which were also used in, and charged to, the Summer session.

Net Summer Revenue totals and distribution will be confirmed by Academic Affairs and Finance & Administration based on data in student and financial databases.

Revenue Distribution, Limitations and Exceptions

Schools may retain up to 12% of the Net Summer Revenue generated by their Summer courses. Academic Affairs Administration may retain up to an additional 2%.

Once allocated, this revenue will not be swept annually. However, to encourage regular use of these funds, a cap is placed on the balance which schools can accrue. Each School’s cap is limited to the cumulative total of their revenue for the two most recent Summers as calculated by Academic Affairs Administration.

A School may be allowed to exceed this cap if they have a specific strategic investment which requires more than two years of revenue. This exception must be approved in advance by the EVCAA and include benchmarks for use of funds over time.

Timeline

A high-level estimate of expected revenue from Summer may be made available to Schools prior to the start of autumn quarter. However, final calculations and distribution will not be completed until after the start of autumn quarter to allow time for reconciliation and correcting transfers. Approved revenue share will be communicated and funded to Schools no later than midway through Autumn quarter.

See also:		Date Issued:	3/11/2025
Approval Authority:	Vice Chancellor for Finance & Administration	Date Last Reviewed:	3/11/2025
Responsible Office:	Fiscal Services	Date Last Revised:	3/11/2025