

| Proposed Policy Number and Title: 504 Excessive Credit Hours Earned Tuition Surcharge | | |
|---|--|------------------------------------|
| Existing Policy Number and Title: 504 Excessive Credit Hours Earned Tuition Surcharge | | |
| Approval Process* | | |
| X Regular | <input type="checkbox"/> Temporary Emergency | <input type="checkbox"/> Expedited |
| <input type="checkbox"/> New | <input type="checkbox"/> New | <input type="checkbox"/> New |
| X Revision | <input type="checkbox"/> Revision | <input type="checkbox"/> Revision |
| <input type="checkbox"/> Deletion | <input type="checkbox"/> Suspension | |
| | Anticipated Expiration Date: | |
| *See UVU Policy #101 <i>Policy Governing Policies</i> for process details. | | |

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| Draft Number and Date: <u>Stage 4</u> |
| President's Council Sponsor: <u>Michelle Taylor</u> Ext. <u>6158</u> |
| Policy Steward: <u>Margaret Bellon</u> Ext. <u>8348</u> |

| POLICY APPROVAL PROCESS DATES | |
|--|---|
| <p>Policy Drafting and Revision Entrance Date: <u>3/22/2011</u></p> <p>University Entities Review Entrance Date: <u>02/13/2014</u></p> <p>University Community Review Entrance Date: <u>05/14/2014</u> Open Feedback: <u>05/14/2014</u> Close Feedback: <u>06/03/2014</u></p> <p>Board of Trustees Review Entrance Date: <u>6/12/2014</u> Approval Date: <u>MM/DD/YYYY</u></p> | <p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p> |



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|---------------------------|---|-----------------------|-----|
| POLICY TITLE | Excessive Credit Hours Earned Tuition Surcharge | Policy Number | 504 |
| Section | Student Affairs | Approval Date | |
| Subsection | Admissions, Enrollment, Tuition, and Commencement | Effective Date | |
| Responsible Office | Office of the Vice President of Student Affairs | | |

1.0 PURPOSE

1.1 This policy encourages students to avoid the accumulation of credit hours beyond those needed to successfully complete their program of study and ensures compliance with Regents' policy.

2.0 REFERENCES

2.1 Utah State Board of Regents' Policy R510 *Tuition and Fees*

3.0 DEFINITIONS

3.1 Program of study: An approved set of academic courses required for a baccalaureate degree.

3.2 Excess Credit Hour Surcharge: The surcharge amount to be charged is double the current year's resident tuition rates for the number of credit hours taken for resident students. Non-resident students will continue to pay non-resident tuition.

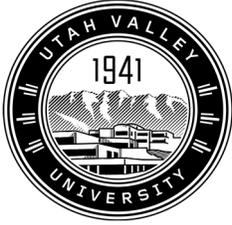
3.3 Degree Audit Plan (Graduation Plan): A web-based tool to help students and advisors monitor a student's progress toward degree completion, including individualized semester plans of course work needed based on the program of study's requirements and the student's academic record.

4.0 POLICY

4.1 Students are encouraged to avoid accumulating credit hours beyond those needed to successfully complete their identified program of study.

4.2 A student may be charged the excess credit hour surcharge for credit hours in excess of 125% of a student's program of study.

4.2.1 The number of credit hours for completion of the program of study shall include the hours needed for a double major, dual degree, additional minor, certification(s), and/or emphasis(es)



related to the student’s major area of study. Second bachelor degrees shall be considered new programs of study for purposes of the excess credit hour calculation.

4.2.2 Excluded from the calculation of the credits required for completion of a student’s program of study are credit hours:

- (1) Earned through concurrent enrollment, advanced placement, and credit by examination;
- (2) Resulting from re-entry into the educational system by a student who may have accumulated a large number of credits, or even completed degrees, but where employment requirements obligate his or her return to college;
- (3) Resulting from a change in major, and
- (4) Earned through developmental education credit.

5.0 PROCEDURES

5.1 Students shall meet with their advisor upon admission to the University and be advised to create a plan of study using the Degree Audit Plan.

5.2 Students shall be advised of the excessive credit hours earned tuition surcharge policy through Orientation and other methods such as digital signage, Parent Handbooks, prospective student recruiting materials, and degree completion campaigns.

5.3 Excluding the allowances in 4.2.1 and 4.2.2, students who are found to have earned over 100% of credits for their program of study will be notified; the students’ advisors will also be notified.

| POLICY HISTORY | | |
|---------------------|--------------|--------------------|
| Date of Last Action | Action Taken | Authorizing Entity |
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Utah Valley University Policies and Procedures

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| Title | Excessive Credit Hours Earned Tuition Surcharge | Number | 504 |
| Section | Student Affairs | Approval Date | Feb 13, 1997 |
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I. Policy

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A. POLICY

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A student's tuition for credit hours in excess of 150% of the credits required for completion of the student's program of study shall be charged at the same rate as for non-resident students unless it is determined that the student should be exempt from this surcharge due to any of, but not limited to, the following exceptions:

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1. EXCEPTIONS:

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2. All non-resident students;

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3. All credit hours for LEC course work;

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4. Transfer credits that do not apply to the student's program of study except when it is known that a student has already been charged the tuition surcharge at another Utah institution and is trying to avoid the payment;

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5. Student's who have already received a degree but are seeking additional course work to update their employment skills;

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6. All credit hours received for AP, CLEP, Military, Challenge or Experiential credit;

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7. Course work for a change of major and/or to add an additional area of emphasis or additional major;

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8. Student's who are on departmental waiting lists;

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9. Student's who are listed as non-degree seeking and not eligible for financial aid;

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10. Credits that are necessary for a student to complete their program of study;

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OR

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If a student disagrees with the excessive credit surcharge, an appeal may be made by completing a petition for Exception to the Excessive Credit

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29 ~~Surcharge Policy in the Academic Support/Graduation Office. If none of the~~
30 ~~above exceptions can be found in favor of the student, the petition will be~~
31 ~~forwarded to the Vice President of Student Services' Appeal Committee for~~
32 ~~final decision.~~
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