

<b>POLICY TITLE</b>	Excessive Credit Hours Earned Tuition Surcharge	<b>Policy Number</b>	504
<b>Section</b>	Student Affairs	<b>Approval Date</b>	June 19, 2014
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	June 19, 2014
<b>Responsible Office</b>	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.

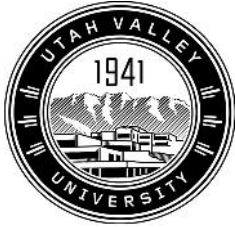
**3.3 Degree Audit Plan (Graduation Plan):** A web-based tool to help students and advisors monitor a student's progress toward degree completion, including individualized semester plans of course work needed based on the program of study's requirements and the student's academic record.

### 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