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Policy # TBD

Title: **Tuition Payment for Students Exceeding 165 Degree Credits**

Current Version Approved: TBD

Primary Responsible Office: Office of the Provost

Secondary Responsible Office: Office of the Registrar

PURPOSE

This policy describes procedures for determining tuition payments for students who exceed 165 earned degree credits and are seeking a baccalaureate degree from UW-Green Bay.

AUTHORITY

UW System policy has directed each institution to:

1. Review the requirements for all programs that currently require more than 130 credits.
2. Develop a process to identify and counsel students who are accumulating credits in a manner that could result in their amassing more than 165 credits (or 30 credits more than required by their degree program, whichever is greater) by the time they fulfill all of the program requirements.
3. Implement rules that provide flexibility to provide exceptions where appropriate to ensure that students are able to complete their program requirements.

DEFINITIONS

N/A

APPLICABILITY

This policy covers all resident undergraduate students pursuing their first baccalaureate degree, including students simultaneously pursuing a double degree or double major.

This policy applies to all UW System earned credits and WTCS transfer credits accepted toward a degree. Credits transferred from other institutions, as well as other types of credit or coursework for which credit may be awarded (such as advanced placement, retroactive credits, credits by examination, remedial credits, etc.) are not included in the credit limit.

POLICY

Starting in the fall of 2004, all resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level.

1. This policy is administered by UW-Green Bay.
2. This policy will be implemented as of the fall 2004 semester.

3. The surcharge will be applied to students in the semester following the one in which they reached the earned credit limit (students enrolled in fall 2004, who had reached the credit limit in a previous semester will be assessed the surcharge in fall 2004).
4. Credits required for a program are determined by UW-Green Bay.
5. UW-Green Bay may make exceptions through an appeals process and grant waivers in cases of extenuating circumstances beyond a student's control.

PROCEDURES

Prior to each semester's priority registration period, the Registrar's office will identify students who will have more than 145 credits but less than the 165 credit limit prior to their next enrollment and who are not scheduled to graduate. Totals will be based on the criteria in the "Applicability" and "Exclusions" sections of this document. These students will be sent a 'Warning of surcharge' letter referring them to their adviser. The letter will include policy information as well as appeal/waiver information. A copy will also be sent to the adviser.

Prior to each semester's priority registration period, and using the criteria listed in this document, the Registrar's office will identify students who will exceed the 165-credit limit prior to their next enrollment and who are not scheduled to graduate. These students will be sent a 'Notification of surcharge' letter. The letter will include policy information as well as appeal/waiver information. A copy of the letter will also be sent to their adviser as well as to the Bursar.

Surcharges will be assessed as needed by the Bursar based on the notification letters and any subsequent waivers.

RESPONSIBILITIES

The Registrar's office will include and maintain policy information, including guidelines and procedures on their WEB-site. Initial notification of students would begin in October 2003.

The Provost's office will be responsible for the review of programs with credit requirements in excess of 130 credits.

Appeals/Waivers of the surcharge will be submitted and approved thru the Academic Affairs organizational structure. Adviser, unit chair and academic dean's approval is required for a surcharge waiver. If approved, the waiver should be forwarded to both the Registrar and Bursar.

EXCLUSIONS

Undergraduate special students are not subject to the credit limit.

Students pursuing post baccalaureate certification or licensure are not subject to the credit limit.

Minnesota reciprocity students are not covered by the policy under the existing compact and will not be subject to the surcharge until such time that Minnesota adopts a similar surcharge.

INTERPRETATION

Questions regarding the implementation and interpretation of this policy should be directed to the Provost and Vice Chancellor for Academic Affairs.

APPROVED: _____ [Signature on File] _____ DATE: October 21, 2003

Bruce Shepard, Chancellor

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[Contact Us \(Request Information\)](#)

University of Wisconsin - Green Bay / 2420 Nicolet Drive / Green Bay, Wisconsin 54311-7001

Telephone: 920.465.2000 | [Web Site Comments](#)

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