

## EXCESS CREDIT HOURS TUITION SURCHARGE

### POLICY SUMMARY

As mandated by Arizona law, undergraduate students who have accumulated 145 or more units of academic credit ("credit hours") are, with certain exceptions, assessed excess credit hours tuition surcharges in addition to regular tuition, fees, and other applicable charges. Information regarding the applicable surcharges is available on the Student and Departmental Account Services [website](#). Students are encouraged to speak with their academic advisor if they have questions about the excess credit hours tuition surcharge. Students who believe they have been misidentified as exceeding the Credit Hour Threshold or that they may qualify for one of the allowable exceptions may petition for re-evaluation.

### REASON FOR THIS POLICY

This policy is necessary to implement certain mandates that require students who attend a public university in Arizona to pay tuition surcharges after they accumulate a certain number of credit hours.

### ENTITIES AFFECTED BY THIS POLICY

- Institutional Research and Analysis
- Office of the Registrar
- Student and Departmental Account Services
- University Advising

### WHO SHOULD KNOW THIS POLICY

- All academic administrative and student billing officials and staff
- All academic advisors
- All students

### DEFINITIONS

**Credit Hour Threshold:** the number of units of academic credit, expressed as "credit hours," an undergraduate student may earn before having to pay excess credit hours tuition and fee surcharges. The current Credit Hour Threshold is 145 credit hours. Certain exceptions apply as outlined below.

### POLICY

#### A. Credit Hour Threshold

Undergraduate students who enroll for credit hours beyond the Credit Hour Threshold are required by the Arizona Board of Regents to pay an excess credit hours tuition surcharge. This surcharge is assessed in addition to regular tuition, fees, and any other applicable payments.

## B. Exceptions

The undergraduate Credit Hour Threshold shall not apply to degree programs that require credit hours above the Credit Hour Threshold or to credits:

1. Earned in pursuit of up to two (2) baccalaureate degrees;
2. Earned in pursuit of up to two (2) state-regulated licensures and certificates;
3. Earned in pursuit of teaching certification;
4. Transferred from a private institution of higher education;
5. Transferred from an institution of higher education in another state;
6. Earned at another institution of higher education but not accepted as transfer credits; and
7. Earned by students who enroll more than twenty-four (24) months after the end of that student's previous enrollment at a public institution of higher education in Arizona.

## C. State-Regulated Licensures and Certificates

The state-regulated licensures and certificates that qualify for the exemption enumerated in Section 2(b) above include, but are not limited to:

- Computer Science
- Dental Hygiene
- Engineering (not including Construction Management)
- Nursing
- Accountancy or Public Accounting
- Social Work

## D. Teaching Certifications

The teaching certifications that qualify for the exemption enumerated in Section 2(c) above include, but are not limited to:

- Art Education
- Career and Technical Education
- Elementary Education
- Health or Physical Education
- Music Education
- Physical Education
- Secondary Education
- Special Education

## E. Identification, Notification, and Billing

1. Each semester, Institutional Research and Analysis will identify students who are approaching the Credit Hour Threshold and provide this information to the Office of the Registrar, which will so notify and encourage these students to work with their advisor(s) to review their remaining coursework degree requirements. Advisors will work to ensure that these students are aware of the excess credit hour surcharge requirements.
2. Each semester, Institutional Research and Analysis will identify students who are approaching or exceeding the Credit Hour Threshold and will provide this information to the Office of the Registrar, which will record this information while so notifying these students in a timely manner. Student and Departmental Account Services will ensure that identified students who have accumulated credit hours in excess of the Credit Hour Threshold are properly billed in accordance with this policy.

## F. Request for Re-Evaluation

Students who: i) have been notified by the Office of the Registrar as exceeding the Credit Hour Threshold, or ii) believe they may qualify for one of the exceptions outlined in Section 2 above, may submit an *Excess Credit Hours Re-Evaluation Request Form* to request a review of their credit hours and related matters. Upon receiving such requests, the Office of the Registrar, assisted as necessary and appropriate by other units, will perform the re-evaluation and will notify the student of the results in a timely manner.

## RESPONSIBILITIES

**Academic Advisors:** work to ensure that students are aware of this policy and the potential for the assessment of excess credit hour surcharges; assist students in reviewing coursework requirements to prevent or minimize their need to breach the threshold.

**Institutional Research and Analysis:** each semester, identify students approaching and exceeding the Credit Hour Threshold and inform the Office of the Registrar accordingly.

**Office of the Registrar:** notify students approaching the Credit Hour Threshold of this policy and the potential for excess credit hour surcharges; appropriately track and notify students who have exceeded the Credit Hour Threshold; upon request, perform excess credit hour reviews and provide timely notification of the results.

**Student and Departmental Account Services:** provide notification via its [website](#) of applicable excess credit hour surcharges; properly assess applicable excess credit hour surcharges.

## PROCEDURES

See Section F above.

## RELATED INFORMATION

### Forms or Tools

[Excess Credit Hours Re-Evaluation Request Form](#)

### Cross-References

There are no cross-references associated with this policy.

### Sources

[Arizona Revised Statutes § 15-1626](#)

[Arizona Revised Statutes §15-1661](#)

## APPENDIX

None.