September 18, 2017

To: Campus Community

Fr: Samuel Gingerich, Chancellor
    Duane Hrncir, Interim Provost

Cc: Pat Shier, Interim Vice Chancellor for Administrative Services
    Bruce Shultz, Vice Chancellor for Student Affairs
    Susan Kalina, Vice Provost for Academic Affairs

Re: Standardizing Fees for Non-traditional credit

As part of becoming a more student focused institution, UAA is reviewing its processes and practices. Students more easily navigate complex institutions if processes are similar across the institution. As part of this effort, UAA will standardize its approach to academic administrative fees for nontraditional credit. Examples of nontraditional credit include Tech Prep, Credit by Placement, and Local Credit by Examination. The criterion for determining the fee will be the level of additional program faculty effort required to process the credits for an individual student.

Students will be charged a $25.00 per credit administrative fee for non-traditional credit, where the academic decision is made in advance and little to no additional program faculty input is required to process the credit for an individual student. Examples include Tech Prep, Credit by Placement, and Certified Experience Credit. This fee will be payable to the Registrar’s Office.

Students will be charged a $40.00 per credit administrative fee for non-traditional credit, where significant additional program faculty effort is required. The current example is Local Credit by Examination. This fee will be payable to the offering department/unit.

This criterion will be used for determining similar academic administrative fees moving forward. For example, the administrative fee to students for approved concurrent enrollment courses taught in the high schools is $40.00, given the additional UAA program faculty effort involved.

In most cases, the above does not apply for the following forms of nontraditional credit: the Advanced Placement (AP) Program, the College-Level Examination Program (CLEP), DSST Examinations, UEexcel Examinations, International Baccalaureate, and Military Credit. In most cases, there is not an administrative fee for these categories of nontraditional credit.