May 27, 2022

To: Bruce Schultz, Vice Chancellor for Student Affairs  
    Bill Jacob, Vice Chancellor for Administrative Services  
    Lora Volden, Associate Vice Chancellor for Enrollment Services

Fr: Sean Parnell, Chancellor  
    Denise Runge, Provost and Vice Chancellor for Academic Affairs

Cc: Full Council of Deans and Directors

Re: Update to Administrative Fees for Non-traditional Credit

This is an update to the September 18, 2017 memo regarding the standardization of administrative fees for processing non-traditional credit. In 2017 as part of our student success initiatives, UAA standardized the administrative fees for nontraditional credit. Since the writing of that memo, there have been a number of changes, and this memo formalizes practices moving forward.

The administrative fee charged to students for nontraditional credit will be $25.00 per credit. This includes all categories recognized by UAA, including but not limited to Certified Experience Credit, Credit for Prerequisite Not Taken, and Local Credit by Examination or Portfolio. This also includes approved articulated Career and Technical Education credit awarded to a student after a student matriculates to UAA.

The administrative fee is payable to the Registrar’s Office, except in the case of Local Credit by Examination or Portfolio, where the administrative fee is payable to the offering department/unit. For Certified Experience Credit, there will now also be a cap of $150.00 per certificate. Students will only pay up to $150.00 per certificate, even if the total number of UAA credits awarded for a particular certificate exceeds 6 credits.

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 Examination, UExcel Examinations, International Baccalaureate, and Military Credit. In most cases, there is not an administrative fee for these categories of nontraditional credit.

Please share this memo with the relevant offices and individuals in your area.

Attached: September 18, 2017 memo regarding Standardizing Fees for Nontraditional Credit
September 18, 2017

To: Campus Community

Fr: Samuel Gingerich, Chancellor
     Duane Hnrcir, 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, UExcel Examinations, International Baccalaureate, and Military Credit. In most cases, there is not an administrative fee for these categories of nontraditional credit.