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May 3, 2023

To: Deanne Woodard, Vice Chancellor for Student Affairs
Ryan Buchholdt, Vice Chancellor for Administrative Services
Lora Volden, Associate Vice Chancellor for Enrollment Services

Fr: Sean Parnell, Chancellor  DocuSigned by: 111B9D135714E7
Denise Runge, Provost and Vice Chancellor for Academic Affairs  DocuSigned by: AE7EE55F615543D...

Cc: Deans and Community Campus Directors

Re: Administrative Fees for Non-traditional Credit

This memo is to reconfirm and clarify the May 27, 2022 memo regarding the standardization of administrative fees for processing non-traditional credit.

As part of our student success initiatives, particularly as they relate to affordability, UAA standardized the administrative fees for nontraditional credit.

There remain some places where the older version of the fees continues to be published. This memo is to confirm the standard administrative fee of \$25.00 per credit for nontraditional 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 high school Career and Technical Education credit awarded to a student after a student matriculates to UAA.

This is also to confirm a cap of \$150.00 per individual certificate, exam, portfolio, or set of articulated Career and Technical Education high school courses. Students will only pay up to \$150.00 per certificate, exam, portfolio, or set of articulated Career and Technical Education high school courses, even if the total number of UAA credits awarded exceeds 6 credits.

The administrative fee is payable to the Registrar's Office.

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, as typically 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.