

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Notice of Excess Hour Fee
<b>FPU Policy Number:</b> FPU-4.0014P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> January 17, 2017
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Terry Parker, Provost & Executive Vice President, Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all undergraduate students enrolled at the University.

**B. POLICY STATEMENT:**

1. Undergraduate students enrolled at the University are encouraged to complete their pursued degree as quickly and efficiently as possible. **Section 1009.286, Florida Statutes**, and **BOG regulation 7.003(21)** require that a student be assessed an additional fee for each credit hour taken in excess of the total number of credit hours required to complete his/her degree being pursued. Students attending the University who exceed the allowed amount of credit hours to complete their pursued degree will be assessed an additional excess credit hour fee.
2. The excess credit hour fee and excess credit hour threshold is based on the student's initial term of entry into the State University System or Florida College System as indicated in **BOG regulation 7.003(21)(a)-(c)**.
3. The University will calculate the student's credit hours for purposes of determining whether the excess hour fee should be charged in accordance with **BOG regulation 7.001(21)(e) and (f)**,
4. The University follows the process below for notifying students of the excess hour fee upon an undergraduate student's initial enrollment. A second notice will be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled.

**C. PROCEDURES:**

1. **Initial Notification of Excess Hour Fee.** Upon a student's initial enrollment at the University, the student is given notice of this policy in the Student Enrollment Acknowledgement Form. This policy is also available on the University's website and the student handbook.
2. **Monitoring of Student's Total Credit Hours.** The Office of the University Registrar is responsible for monitoring a student's total amount of credit hours.
3. **Additional Notification of Excess Hour Fee.** When a student has earned the credit hours required to complete the baccalaureate degree program in which the student is enrolled, the Office of the University Registrar will send an additional notification of this policy to the student's University email account. This notification will include a recommendation

that a student who intends to earn excess credit hours meet with his/her Faculty Advisor.  
The excess hour fee is also indicated on the student's account.

POLICY APPROVAL	
Policy No.: FPU-4.0014P	
<u>[Signature]</u>	<u>1-17-17</u>
Initiating Authority	Date
<u>[Signature]</u>	<u>1-10-17</u>
Policies & Procedures Committee Chair	Date
<u>[Signature]</u>	<u>1-17-17</u>
Vice President of Academic Affairs	Date
<u>[Signature]</u>	<u>12/12/16</u>
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date