

Policy for Credit Overload Fee Waived

I. PURPOSE

Students taking more than 18 credits during a semester are charged the part-time tuition rate for each additional credit. Tuition charges are finalized after the end of the add/drop period (usually by the second week of the semester). The purpose of this petition is to establish a consistent procedure by which students may petition the associate provost for undergraduate studies for the credit overload fee to be waived.

See the part-time tuition rate [here](#).

II. GROUNDS FOR PETITION

A student may petition the associate provost for undergraduate studies for a credit overload fee waiver **only on the grounds** that:

1. a mistake or clerical error was made on the part of the college. Please provide written proof, such as an email from an academic advisor or another staff member, providing incorrect information regarding academic requirements;
2. the overload is needed because a program of study was phased-out, cancelled or discontinued;
3. the student is receiving Title IX and/or disability accommodations; or
4. the student received unforeseen military orders.

The burden of demonstrating any of the above rests with the student.

The deadline to petition for a credit overload fee waiver is no later than the last day of the add period for the semester in which the overload happens.

Note: Petitions will not be granted on the following grounds:

1. Financial need. If in financial need, students should contact the [Financial Aid Office](#) or the [Emergency Fund](#).
2. Desire to finish college in less than four years.

III. PROCEDURE FOR PETITION

A student who wishes to petition for a credit overload fee waiver should write an email to the associate provost for undergraduate studies (associateprovost@goucher.edu) clearly describing the grounds for the petition. If the petition is granted, the student and the Student Financial Services Office will receive a confirmation email.

In all requests to waive the credit overload fee, the decision of the associate provost for undergraduate studies is final. Requests beyond the associate provost will be considered by the provost only if the student can provide a reasonable basis to show that the procedure described above was not followed.

IV. RESPONSIBLE OFFICIAL

The official responsible for administering this policy is the associate provost for undergraduate studies.

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410.337.6210

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