

# Avoiding Excess Hours

## A Practical Guide for UWF Students

We've built the University of West Florida for you—with small classes taught by some of the nation's most engaging scholars, our programs are some of the strongest and most affordable around.

Our mission is to make an impact. The University of West Florida professors are here to work one-on-one with you. And when you graduate? Watch out, world. So make the most of your time at UWF by starting with an academic plan that ensures you graduate on time.

This guide is designed to provide you with practical information on the excess hours' surcharge and tips to avoid being charged extra tuition.

### The Key to Avoiding Excess Hours Includes:

- ❑ Understand the Excess Hours Surcharge
- ❑ Develop a Degree Plan
- ❑ Take Advantage of UWF's Resources



### Understand the Excess Hours Surcharge

In 2009, the Florida Legislature implemented the Excess Hours Surcharge (Section 1009.286, Florida Statutes) to encourage students to complete their baccalaureate degree as timely and efficiently as possible. All UWF students have access to their Excess Hours Calculator and should monitor it each semester. Make sure you check your Excess Hours Calculator multiple times during the year, especially after registering for future semesters or altering your class schedule.

- ❑ Once you have exceeded your threshold you will be charged a surcharge. The Excess Hours Surcharge is applied on a per-credit basis and based on your year of enrollment.
- ❑ Students who matriculated at any college or university between Fall 2009 and Summer 2011 will incur 50 percent extra of the Undergraduate Basic Tuition Fee, and students who enrolled between Fall 2011 and after, 100 percent extra of the Undergraduate Basic Tuition Fee.
- ❑ Example Surcharge fee:

$$\begin{array}{r} 50\% \\ \times \$105.07 \\ \hline \$52.53 \text{ 1 credit surcharge} \end{array}$$

$$\begin{array}{r} 100\% \\ \times \$105.07 \\ \hline \$105.07 \text{ 1 credit surcharge} \end{array}$$

### Develop a Degree Plan

Develop a plan to help you get started and stay on track throughout your years at UWF. Meet with your academic advisor regularly and plan your academic career. Keep your grades up! Only register for classes that apply toward your degree. Taking additional classes outside of your four-year plan may put you in jeopardy for the Excess Hours Surcharge and your financial aid may not apply toward the courses.

**In order to be successful in your academic requirements, consider what type of course load is realistically manageable each semester:**

- ❑ Should you attend part-time or full-time?
- ❑ Do you work a job while attending UWF, and if so, how many hours per week do you work?
- ❑ How much time should you be devoting to your courses; i.e. study time, assignments, readings, etc.?
- ❑ Are you a student-athlete required to devote time to practices and competitions?
- ❑ Do you have family responsibilities?
- ❑ Are you involved with extracurricular activities on campus?

# Avoiding Excess Hours

## Before considering changing your major, always think through the following:

- ❑ Have you completed extensive research about the new major, and have you fully explored career opportunities?
- ❑ Juniors and seniors; how many credits have you attempted thus far, and are you close to completing your current major?
- ❑ If you are close to degree completion, have you considered graduating and then pursuing a second bachelor's degree or a graduate degree?
- ❑ Does your new major require a different number of credits?
- ❑ If you change your major, how many attempted credits will be accepted by the new major?
- ❑ Perhaps you have aspirations of completing a graduate program, but if those plans failed to transpire, would you be happy with your bachelor's degree and its related career path?
- ❑ Before changing your major, have you met with an academic advisor within the department offering the new major to discuss new program requirements and career options?

## Take Advantage of UWF Resources



Visit Career Services for career and major exploration



Consult with an academic advisor in the First Year Advising every semester throughout your first year



Take advantage of the Center for Academic Success, the Math and Statistics Lab, the UWF Writing Lab, 21st Century Scholars, and the John C. Pace Library



Meet with your academic advisor every semester to discuss your academic progress

## Excess Hours Communication

Students receive Excess Hours notifications and reminders via their UWF My Messages and UWF student email accounts. Excess Hours notifications are sent when a student's Excess Hours calculator is initially set, when a student attempts 90 percent of his or her Excess Hours threshold and when a student enters excess/goes over the threshold. Students also receive courtesy reminders embedded in emails, such as change of major confirmation emails, withdrawal deadline emails, and other correspondence.

## Excess Hours Adjustment Request

To request an adjustment of additional credit hours for exemption, students may submit an Excess Credit Hour Adjustment form noting the courses or credits in question and including all needed/necessary documentation to support their claim. The request for adjustment will be reviewed within the Office of the Registrar.

### Deadline to request an adjustment to your initial Excess Credit Hour Baseline:

Adjustment requests of the initial Excess Credit Hour Baseline total must be received during the first 12 months at UWF. Per University Policy, appeals to the initial counter total that are received after the first 12 months of enrollment cannot be considered.

### Deadline to request an adjustment of credit hours earned while in attendance at UWF:

Adjustment requests of credit hours added to your counter after initial enrollment must be submitted within one year of the course being attempted, or the credit being posted to your UWF transcript will remain in your Excess Credit Hours Counter.