

EXCESS HOURS GUIDE

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

AVOIDING EXCESS HOURS INCLUDES:



- Understanding the excess hours surcharge
- Developing a degree plan
- Taking advantage of FGCU'S resources

DEVELOP A DEGREE PLAN

Develop a plan and stay on track through your years at FGCU. Register for classes that apply toward your degree program. Taking courses outside of your degree may jeopardize your excess hours threshold surcharge. To be successful in your academic's requirements make sure you pass your classes and try not to withdraw courses. Think realistically if you can manage your course load for each semester.

Consider the following when planning your semester schedule:

- ❖ Are you planning to attend part-time or full-time?
- ❖ Do you plan to work while attending FGCU, and if so, how many hours per week do you plan to work?
- ❖ How much time are you devoting to your courses; i.e. study time, assignments, readings, etc.?

Excess Hours Guide Avoiding Excess Hours

The State of Florida legislature designed the Excess Hours Policy "to encourage each undergraduate student who enrolls in a state university to complete the student's respective baccalaureate degree program before in the most efficient way possible."

To calculate the threshold:

1. Determine the term in which the student began postsecondary studies after graduating high school.
2. Determine the number of credits required to complete the student's degree program.
3. Use the chart below to calculate the percentage of credits allowed over what the student's degree program requires. **This will be 10%, 15%, or 20%- determined by student's entry term.**

Example: A student began postsecondary studies in Fall 2011, and has a degree program that requires 120 credit hours.

- ❖ Biology/**120** Required Hours
- ❖ + **18** Additional Credits (15%)

Threshold 138 credit hours may be attempted before surcharge could be assessed

To Calculate Surcharge Fee:

- ❖ Students enrolled in any college between Fall 2009 and Summer 2011:

$$\begin{array}{r} 50\% \\ \times \$105.07 \\ \hline \$52.53 \text{ (1 credit surcharge)} \end{array}$$
- ❖ Students enrolled in any college between Fall 2011 and after:

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

CHANGING YOUR DEGREE PROGRAM

Changing your major may impact your excess hours threshold and status. Before changing your degree program, consult with your **Academic Advisor** to discuss new program requirements. In addition, how many attempted credits will be accepted to the new major? Adding a minor will not change excess hours threshold, however changing to a degree program that requires more credits than the current degree may increase excess hours threshold. Always consult with your Academic Advisor to be sure you are on the right track to complete your requirements without going over the threshold.

FGCU STUDENT RESOURCES

- **Career Development Services**
Offers career and major exploration.
- **First Year Academic Advising**
Consult with an Academic Advisor every semester throughout your first year at FGCU.
- **Center for Academic Achievement**
The Center offers free academic coaching, tutoring, supplemental instruction and writing consultations.
- **Academic Advisor**
Meet with your Academic Advisor every term to discuss your academic progress and completing degree requirements.
- **Enrollment Services Center**
For more information on excess hours.

Avoiding Excess Hours

Excess Hours Communication

Students receive Excess Hours notifications and reminders via FGCU students email accounts. Excess Hours notifications are sent:

- ❖ At the end of the student's first semester enrolled.
- ❖ When a student attempts 90 percent of his or her Excess Hours threshold.
- ❖ Prior to a student being charged for excess hours.

Excess Hours Adjustment Request

To request an adjustment of additional credit hours for exemption, students may submit an **Excess Hour Adjustment Form** listing the courses or credits in question and all supporting documentation. The request for adjustment will be reviewed by the Enrollment Services Center esc@fgcu.edu.

Students who believe that they meet one or more of the following exemptions should contact the Enrollment Services Center (esc@fgcu.edu for credit review)

❖ Transfer Credits

If you transferred credits that you took in high school (AP, AICE, ACE, IB, Dual Enrollment), or CLEP credits

If you transferred credits that you took after graduating from high school (does not include CLEP credits)

If you transferred credits that you took during and after high school

Email Enrollment Services Center (esc@fgcu.edu)
or
Complete the Excess Credit Hours Adjustment Form

Contact your Academic Advisor for an excess hours transfer credit review

Email Enrollment Services Center at esc@fgcu.edu, (or) Complete the Adjustment Form and Contact your Academic Advisor for an excess hours transfer credit review

❖ Deadline

There is a deadline of 1 year from your enrollment/re-enrollment (as applicable) at FGCU to request an adjustment of exempt credits. Failure to request adjustment of exempt/excludable credits within 1 year of enrollment/re-enrollment (as applicable) will result in credits remaining in your excess hours attempted credit count.