

# Augustana College - Protocol for Consideration of an Appeal of Tuition for Overload Credits

The college makes every effort, through careful planning and advising, to see that students can complete a *single major* to earn a degree within four years. Students are permitted to take 34 credits per year for two semesters of full-time enrollment (see policy for caveats for J-term). As stated in the catalog, while the college provides planning aids and offers advising to all students, the responsibility for meeting all requirements rests entirely with the student. [Full policy in College Catalog.](#)

The following standards will be taken into account by the College Registrar when considering tuition overload waivers for students. Student must pass all three eligibility tiers for petition consideration.

## Tier One Standard:

- ✓ Is the student in good academic standing? (i.e. is not on probation, academic warning) \_\_\_\_\_
- ✓ Has the student been continuously enrolled since first term of enrollment? \_\_\_\_\_
- ✓ Has the student made use of maximum double-dipping degree requirements? \_\_\_\_\_
- ✓ All coursework on the schedule is required to be taken at this time and cannot be taken at a future time \_\_\_\_\_

If **yes** for **all of the above**, student is eligible for consideration under Tier Two.

If no, to any of the above, the student is not eligible for a tuition waiver.

## Tier Two Standard:

- ✓ Student has never dropped coursework beyond the credit resuse deadline at any time? \_\_\_\_\_
- ✓ Student has never failed any coursework? \_\_\_\_\_
- ✓ Student has not needed to retake course work to earn a better grade? \_\_\_\_\_
- ✓ Student is not currently pursuing nor has at any time in academic career pursued multiple majors and/or minors? \_\_\_\_\_

If **yes**, to **all of the above**, student is eligible for consideration under Tier Three.

If no, to any of the above, the student is not eligible for a tuition waiver.

## Tier Three Standard:

- ✓ Has the student made use of all available credits during their continued enrollment? \_\_\_\_\_
- ✓ Is a transfer student and does not need to make up any shortfall in credits? \_\_\_\_\_\*
- ✓ Has the college placed a hardship on the student? \_\_\_\_\_

Examples:

- added degree requirements for the catalog under which s/he first enrolled? \_\_\_\_\_
- OR
- deleted or cancelled required coursework and offered no substitution? \_\_\_\_\_
- OR
- a documented advisor error which directly led to this overload? \_\_\_\_\_

If yes to the above, the student is eligible to petition the Registrar for tuition waiver consideration. All verified documentation must accompany the petition. Petitions will be considered and the student will receive a response via e-mail within 10 days of receipt of the petition. The decision of the Registrar following these guidelines represents the position of the college and will be considered final.

\*Transfer students will need to take the total credits required to graduate, and subtract the number of transferred credits, to determine the possible minimum number of credits they will need to take to graduate. This number can increase based on the requirements in the student's program(s). If there is a shortfall in credits based on the student's planned graduation timeline, the student should plan to make up for that shortfall through summer school, overload credits or a delay in the planned graduation timeline.