

Handbook of Operating Procedures

EXCESS REPETITION AND CREDIT HOUR CHARGES EXEMPTION

A. Purpose

The Texas Higher Education Coordinating Board states: "If an institution charges a higher tuition rate under this section, it shall adopt a policy under which a student is exempted from the payment of that higher tuition rate, if the payment of the higher education rate would result in economic hardship for the student." The Excess Repetition and Credit Hour Appeal Committee is a permanent and standing committee of The University of Texas Rio Grande Valley (UTRGV). This committee is responsible for reviewing appeals due to economic hardships for both excess repetition of courses and credit hour charges incurred by the student.

Designated Voting Members

Faculty Rep

Faculty Rep

Advising Rep (Director level or above)

Associate VP for Student Enrollment

Dean of Student Rep (Director level or above)

Term

Department Rotation determine by Faculty Senate

Department Rotation determine by Faculty Senate

Permanent

Permanent

Permanent

B. Persons Affected

The Excess Repetition and Credit Hour Committee will be the primary users of the policy in making decisions concerning student appeals. Students assessed the excess repetition or credit hour charges will be impacted.

C. Policy

The policy of UTRGV is to allow students assessed charges for exceeding the state mandated allowance for excessive repetition of courses or credit hours to appeal due to economic hardship. A formal letter and compelling documentation of appeal should be submitted to the designated Enrollment Services Representative (director level or above).

Decisions can be made solely by the Associate Vice President for Student Enrollment. In cases where the decision is not obvious, the Excess Repetition and Credit Hour Committee will be brought together to review the appeal and formulate decisions. All decisions by the Excess Repetition and Credit Hour Committee are final.

D. Definitions

Economic hardship - determined on a case by case basis.

E. Procedure

1. The Committee is responsible for reviewing legislative requirements and determining appropriate criteria for hardship questions and reasonable progress toward degree.
2. The Committee Chair is responsible for receiving appeals and has the ability to make decisions based on compelling documentation.
3. The Committee Chair is responsible for forwarding questionable situations regarding the appeal to the Committee.
4. The Committee Chair is responsible for providing the appeal and documentation to the Committee.
5. The Committee and the Committee Chair are responsible for providing decisions to the student.

F. Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)

University of Texas System Board of Regents' Rules and Regulations Rule 40405, Tuition Rates for Undergraduate Students with Excessive Semester Credit Hours.

G. Dates Reviewed or Amended

May 13, 2022 - Reviewed and amended (non-substantive: updated responsible executive).