

Excess Credit Hours Re-Evaluation Request

Use this form to request a review of your credit hour status. Additional information and definitions for the capitalized terms used below are provided in the [Excess Credit Hours Tuition Surcharge policy](#).

Undergraduate students who have accumulated 145 or more units of academic credit (or “credit hours”) and have not yet completed a baccalaureate degree are, with certain exceptions, assessed an excess credit hours tuition surcharge in addition to regular tuition, fees, and other applicable charges. Information regarding the applicable surcharge is available from the Student and Departmental Account Services [website](#). Students who have received notification that they are nearing or have surpassed the excess credit hour threshold, and feel that their credit hours have been miscalculated due to one of the excess credit hour exceptions listed below, may request a re-evaluation of their credit hours by completing, signing, and delivering this form to the Office of the Registrar.

Re-evaluation of credit hours applies to the current and future semesters but is not retroactive. Any excess credit hours tuition surcharge already paid for prior semesters will not be refunded.

Each student’s undergraduate credit hour threshold calculation exempts credit hours:

- Earned in the pursuit of up to two baccalaureate degrees;
 - Earned in the pursuit of up to two state regulated licensures and certificates;
 - Earned in the pursuit of teaching certification;
 - Transferred from a private institution of higher education;
 - Transferred from an institution of higher education in another state;
 - Earned at another institution of higher education but not accepted as transfer credits; or
 - Earned by students who enroll at NAU more than twenty-four (24) months after the end of that student’s previous enrollment at a public institution of higher education in Arizona.
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First Name:

Last Name:

MI:

NAU ID:

NAU E-mail:

Telephone Number:

Current Term (check one)

Fall

Winter

Spring

Summer

(Session:

) 20

Student signature (required)

Submit this request to:

OFFICE OF THE REGISTRAR

GAMMAGE BUILDING

PO BOX 4103

Date:

FLAGSTAFF, AZ 86011-4103

Office use only:

Approved

Denied

Processed by:

Date: