Admissions & Academic Policy Committee
Proposal

Proposed Change: Creation of a sliding penalty fee for applications for graduation.

Submitted: October 27, 2010
Submitted by: Carole Beere, chair of Catalog Committee

Rationale: NKU currently publishes deadlines for the submission of applications to graduate, yet many students ignore the deadlines. To encourage students to apply to graduate in a timely fashion and to avoid having to overlook deadlines for those students who miss the deadline, students will be charged a “penalty fee” for late applications. This avoids policy exceptions and encourages timely submission of the application. The model -- a sliding penalty fee -- is based upon and essentially matches a policy for graduate students, which has been used effectively for about 4 or 5 years. The fees will be in addition to the $50 application to graduate fee.

CURRENT POLICY: Application Fee

The university currently assesses a $50 application to graduate fee.

PROPOSED POLICY: Fee Structure: Application to Graduate

All associate and baccalaureate degree candidates who fail to complete the Application for Graduation by the date specified in the catalog will be assessed an additional fee, using the following schedule.

Fall semester graduation:
- By April 8: No penalty
- Between April 9 - August 8: $50
- Between August 9 - November 15: $80
- After November 15: $100

There is no guarantee that the Application for Graduation can be processed in time for fall graduation if received later than November 15.

Spring semester graduation:
- By October 8: No penalty fee
- Between October 9 - January 8: $50
- Between January 9 - April 1: $80
- After April 1: $100

There is no guarantee that the Application for Graduation can be processed in time for spring graduation if received later than April 1.

Summer semester graduation:
- By April 8: No penalty
- Between April 9 – May 31: $50
Between June 1 – July 1 $ 80
After July 1 $100

There is no guarantee that the Application for Graduation can be processed in time for summer graduation if received later than July 1.

Implementation Recommendation: To go into effect Fall 2011.