



PETITION FOR EXCESS CREDIT

Please read the policy and procedures on page two of this form.

SECTION I. STUDENT INFORMATION.

Student Name: _____ ID #: _____
Email: _____ Level: Freshman / Sophomore
Telephone: _____

SECTION II. PETITION INFORMATION.

Semester for which you are petitioning for excess credit: _____
List specific reasons why you need the extra credit: _____

SECTION III. COURSES NOT IN EXCESS OF CREDIT HOURS.

Please list the Courses for which you wish to register not exceeding 18 credit hours:

<u>COURSE</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>CREDIT HRS.</u>	<u>INSTRUCTOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION IV. COURSES ABOVE 18 CREDIT HOUR LIMIT.

Courses in excess of 18 hours for which you wish to petition:

<u>COURSE</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>CREDIT HRS.</u>	<u>INSTRUCTOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION V. SIGNATURE.

If my petition were granted, I would be registered for a total of _____ credit hours.
Student's signature: _____ Date: _____

SECTION VI. ADVISOR'S APPROVAL/DENIAL.

I have reviewed this petition and feel this student is / is not prepared to enroll in the requested credits.
Advisor's signature: _____ Date: _____

SECTION VII. REGISTRAR ACTION.

Action: Approved / Denied
Comments: _____
Signature: _____ Date: _____

EXCESS CREDIT POLICY

A student may enroll for excess credit if the following conditions exist:

1. A freshman's first semester may not exceed 18 credit hours;
2. Petitions for excess credit must be submitted for consideration by the end of the first week of classes;
3. Petitions for credit hours in excess of 20 will be evaluated and acted upon by the Registrar;
4. A student's assigned advisor may approve enrollment between 19 and 20 credits without a petition;
5. For enrollment in 21 through 25 credit hours, a petition form must be processed. The grade point average is a minimum required for consideration of the petition. A tuition surcharge will be assessed for each credit hour above 20;
6. Once students have completed at least 15 credits and have a minimum grade point average of 3.00, they may petition for excess credit. The scale below indicates the hours and required GPA on which a non-refundable tuition surcharge will be assessed;

Petitioned Hours	Minimum Cumulative GPA Required
21	3.00
22	3.00
23	3.00
24	3.25
25	3.50

PROCEDURE FOR PETITIONING

1. Students must complete Sections I through V of the Petition Form and take the completed form to their advisor.
2. The advisor is to review the petition and should sign it only if he/she feels that it is in the best interest of the student to approve the extra credit hours.
3. If the request is for 21 credit hours or more and the advisor approves it, the petition must then go to the Registrar for evaluation and action.