



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 20 CREDIT HOUR LIMIT.

Courses in excess of 20 hours for which you wish to petition. (Credits above 18 will be assessed additional charges.)

<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. Students with an admission type of **First Time Freshman** may NOT exceed 18 credit hours in their first semester.
2. Petitions for excess credit must be submitted for consideration by the end of the first week of classes;
3. A student's assigned advisor may approve enrollment between 19 and 20 credits without a petition;
4. Petitions for credit hours in excess of 20 will be evaluated and acted upon by the Registrar;
5. For enrollment in 21 through 25 credit hours, a petition form must be processed. The grade point average is a minimum requirement for consideration of the petition.
6. **A tuition surcharge will be assessed for each credit hour above 18;**
7. Once students have completed their first semester as a new freshman with 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 indicate whether s/he 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 signs it, the petition must then go to the Registrar for evaluation and action.