



Petition to Register for Excess Credits

- A student who is in good academic standing may enroll for a maximum of 19 credits per semester without special approval.
- A student who is on academic probation may register for a maximum of 13 credits per semester without approval.

This form must be completed to request registration for credits above the maximum.

This petition must be signed by both the student's academic advisor and Associate Dean of Student Services and turned in to the Registrar's Office prior to being allowed to register for additional credits. This petition allows the student to register for no more than the approved number of credits.

Student Name: _____ Student ID: _____

Total credits requested: _____ Semester/Year: _____ Program: _____

Reason for request: _____

Which class(es) are you wanting to add? _____

Attach a copy of your current course/class schedule. Please mark if attached YES

Last semester/year enrolled: _____ Last Semester GPA: _____ Cumulative GPA _____

Student Signature: _____ Phone: _____ Date: _____

Total credits approved: _____ Denied _____

Advisor Signature: _____ Date: _____

Associate Dean of Student Services' or Designee Signature: _____ Date: _____

Office use only:

Date processed:

Processed by:

Student called:

Last Update 03/14/2016