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 01/24/2020