UNDERGRADUATE EXCESS CREDIT REQUEST

Records and Registration/State University of New York at New Paltz

☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Year 20___

Student ID # X ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ _____ _____ ____
Last Name First Name MI

This form is required for students whose cumulative grade point average is less than 3.0 and want to register for more than 18 credits. However, if your GPA is 3.0+, the maximum credit per semester is 20 and this form will not be necessary. Students may add a third course to their summer registration providing it is an online course. Students are limited to a maximum of three online courses during the summer. Students must submit a current semester schedule and a College Progress Report along with the Excess Credit Request form to the individuals reviewing the request.

# of Excess Credits _____ Total Semester Credits _____

SIGNATURES REQUIRED

☐ **I have declared an Academic Major**

Major Advisor _____ _____
Date

Dean of the School _____ _____
Date

☐ **I have not declared an Academic Major**

Academic Advisor _____ _____
Date

Dean of Student Advising _____ _____
Date

ADDITIONAL SIGNATURES IF APPLICABLE

☐ **EOP Student**

EOP Advisor's Signature Required _____ _____
Date

☐ **Education student currently registered for Student Teaching or Professional Core**

Education Advisor's Signature _____ _____
Date

Dean of School of Education _____ _____
Date

If approved, submit this form with an add/drop form to the Registrar's Office.

Original - Records and Registration Yellow Copy - Student

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