



Office of Records & Registration  
500 Hawk Drive, New Paltz, NY 12561-2439

## UNDERGRADUATE EXCESS CREDIT REQUEST

**Information:** Matriculated undergraduate students can enroll in a maximum of 19 credits for the fall and spring semesters. Students who wish to enroll in additional credits must request an exception. No excess credit is permitted for winter or summer sessions.

**Students with a cumulative GPA of 3.0 or higher** may contact Records & Registration at [recreg@newpaltz.edu](mailto:recreg@newpaltz.edu) or 845-257-3100 to increase their credit limit to 20 credits without special permission or forms. Students with a cumulative GPA of 3.0 or higher who wish to take more than 20 credits must complete an excess credit request.

**Students with a cumulative GPA of 2.99 and below** must complete an excess credit request.

☐ Fall ☐ Spring Year 20\_\_\_\_

Student ID #

N									
---	--	--	--	--	--	--	--	--	--

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

# of Excess Credits \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Total Semester Credits *(after addition of excess credits)* \_\_\_\_\_

Additional Course Number: \_\_\_\_\_ Reason for Excess Credit: \_\_\_\_\_

### OBTAIN APPROVALS FOR ALL THAT APPLY TO YOU

☐ I have not declared a major

\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
Date

☐ I am an EOP student

☐ I am an ACE student

\_\_\_\_\_  
Signature of EOP Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ACE Advisor

\_\_\_\_\_  
Date

☐ I have a declared major

\_\_\_\_\_  
Signature of Major Advisor or Education Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Signature of Dean or Associate Dean of Academic Unit (F&PA, SSE, LA&S, SOE, SOB)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

**Deadline and processing:** The completed and approved form must be received at least 24 hours prior to the end of registration, as listed on the Academic Calendar.

**Dean's Office will submit completed form to** the Office of Records and Registration, WH115 or [recreg@newpaltz.edu](mailto:recreg@newpaltz.edu).