



New Paltz

STATE UNIVERSITY OF NEW YORK

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 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 the information below and obtain the approvals prior to submitting this form to Records & Registration.

checkbox Fall checkbox Spring Year 20

Student ID # N [grid]

Last Name

First Name

# of Excess Credits Cumulative GPA Total Semester Credits

OBTAIN APPROVALS FOR ALL THAT APPLY TO YOU

checkbox I have not declared a major

Academic Advisor

Date

checkbox I am an EOP student

EOP Advisor

Date

checkbox I have a declared major

Major Advisor or Education Advisor

Date

Dean of Academic Unit (F&PA, SSE, LA&S, SOE, SOB)

Date

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. An email notification will be sent to your campus email when the additional credits can be added.

Submit to: The Office of Records and Registration, WH1 15 or recreg@newpaltz.edu or fax 845-257-3103