

# EXCESS CREDIT REQUEST

## SCHOOL OF BUSINESS

I am requesting Excess Credit for the \_\_\_\_\_ term, in the year \_\_\_\_\_.  
(Fall, Intersession, Spring, Summer) (2016, 2017, etc.)

Requests for excess credit are accepted once all students have had the chance to register for classes in that term. See the Academic Calendar (<http://www.registrar.uconn.edu/calendar.htm>) for specific dates. Forms are accepted:

|                        |  |
|------------------------|--|
| <b>Fall and Spring</b> | <i>The third Wednesday after registration begins</i> |
| <b>Summer</b>          | <i>Four weeks before Fall registration begins</i>    |
| <b>Winter</b>          | <i>One week after Spring registration begins</i>     |

Student name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

UConn email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Semester Standing:  1<sup>st</sup> term  2<sup>nd</sup> term  3<sup>rd</sup> term  4<sup>th</sup> term  5<sup>th</sup> term  6<sup>th</sup> term  7<sup>th</sup> term  8<sup>th</sup> term

Are you pursuing a Dual Degree?  No  Yes      Are you in the Honors Program?  No  Yes\*

Advisor name: \_\_\_\_\_ Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If this request includes 3000/4000-level business courses, you must discuss and obtain your Faculty Advisor's signature.*

**In total, I am requesting**  **credits in this term.** *This number should be 19 or greater. You do not need approval to take up to 18 credits if you have earned a 2.6 GPA or above in the previous term. If you believe you should be able to register in 18 credits but cannot, contact the Registrar's Office. \*Note for Honors students: Freshmen and sophomores who have met the minimum excess credit requirement for the University may register for up to 19 credits. Juniors and seniors who have at least a 3.0 GPA in the prior term may register for up to 21 credits. No form or approval is necessary.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**What is the reason for your request?**

**Please list the course(s) in which you are already registered for the requested term:**

| Subject & course number:<br><small>(example: ACCT 2001)</small> | Credits: | If Summer term,<br>please list session: |
|---|----------|---|
|   |          |   |
|   |          |   |
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|   |          |   |
|   |          |   |

**Please list the course(s) you would like to add:**

*If approved, the Registrar's Office will lift your maximum allowed credits to the approved amount, and you will be able to make changes to your schedule as you see fit. Please consult with your advisor if your final schedule is different from what you submitted on this form.*

| Subject & course number:<br><small>(example: ACCT 2001)</small> | Credits: | If Summer term,<br>please list session: |
|---|----------|---|
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |

**Total credits approved:**  Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Brandy Nelson, Director -OR- Alana Adams, Assistant Director  
Available in BUSN 248

**Notes for student:** *Please consider course load—excess credits are not a sufficient reason for an exception to add/drop deadlines.*