



OFFICE FOR ACADEMIC AND PRE-PROFESSIONAL ADVISING

REQUEST TO ENROLL IN EXCESS CREDITS

This form is used to request permission to enroll in excess credits – more than 19.5 credits during a Fall/Spring semester, more than 8 credits in each of the two Summer sessions, or more than 4.5 credits in a Winter session.

Please return the completed form, including your advisor's recommendation and signature, to the Office for Academic and Pre-Professional Advising, 103 Academic Services Bldg. You will be notified of the decision via email within one week.

Strong candidates for approval will answer yes to the following questions:

- | | |
|--|---|
| 1) Do I have a GPA of 3.5 or above? | 4) Has my advisor provided recommendations/ comments in the appropriate section? |
| 2) Do I have a proven track record of taking 18+ credits during the semester while maintaining a high GPA? | 5) Have I satisfied any Incompletes from the previous semester? |
| 3) Have I clearly stated my reason for requesting Excess Credits? | 6) If I am allowed to take these Excess Credits, will it enable me to complete <u>all</u> requirements for my degree this semester? |

Student Information (Please print)

Date	UMBC Email Address	UMBC Campus ID	Phone Number
First Name		Middle Initial	Last Name

List all planned courses, including overload courses and courses at other colleges, below:

Course Number & Title	Credits	Course Number & Title	Credits
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Term: _____	Year: _____	Total Planned Term Credits: _____
Major(s): _____	Class Standing (Fr., Soph., etc.): _____	Planned Graduation Month/Year: _____
Reason for Request (<i>required</i>): _____	Cumulative GPA: _____	

Student's Signature: _____ Date: _____

Primary Major Advisor's Recommendation and Comment (*required*):

Major Advisor's Name: _____	Department: _____
Email Address: _____	Phone: _____
Major Advisor's Signature: _____	Date: _____

OAPA Use Only

Date: _____

Approved: _____

Comments:

Denied: _____

Pending: _____