



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 an excess credit request.

Fall Spring Year 20____

Student ID #

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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

Signature of Dean or Associate 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.

Dean's Office will submit completed form to the Office of Records and Registration, WH1 15 or recreg@newpaltz.edu.