



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](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 # 

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

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

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

## OBTAIN APPROVALS FOR ALL THAT APPLY TO YOU

I have not declared a major

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date

I am an EOP student

\_\_\_\_\_  
EOP Advisor

\_\_\_\_\_  
Date

I have a declared major

\_\_\_\_\_  
Major Advisor or Education Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
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, WH115 or [recreg@newpaltz.edu](mailto:recreg@newpaltz.edu).