



Registrar's Office  
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## Petition for an Irregular Schedule

A petition for an irregular schedule is defined as either a schedule in which a student is requesting to enroll in greater than 15 or 18 credits (graduate or undergraduate respectively) or when an undergraduate student is requesting to register in a graduate course. Students requesting a petition for an irregular schedule must have a GPA greater than or equal to 3.00.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dept. Course, Section

Dept. Course, Section

Dept. Course, Section

Choose One:  Fall  Spring  Summer Year: \_\_\_\_\_

\*Students must be a matriculated SCSU student and meet all prerequisite requirements prior to being registered.

For financial aid eligibility courses must be part of an approved degree program.

To Be Completed By the Academic Advisor: Academic Advisor's Initials: \_\_\_\_\_  
Cumulative GPA \_\_\_\_\_ Major \_\_\_\_\_ Credits Completed \_\_\_\_\_ Credits needed for Graduation \_\_\_\_\_

I hereby request to take the following option: (Check only one)

- A Graduate courses for an undergraduate degree
- B Graduate courses for graduate credit (undergraduate seniors only)
- C Above 15 credits (Full-time Graduate) Number of credits \_\_\_\_\_
- D Above 18 credits (Full-time Undergraduate) Number of credits \_\_\_\_\_

\*Options A & B: Are only available to undergraduate seniors (90+ credits).

\*Options C & D: In addition to standard Tuition/Required Fees, you will be assessed NON-REFUNDABLE Excess Credit Fees for each undergraduate or graduate credit beyond 18 credits at a rate equal to the charge for one credit of course tuition and fees. Dropping one of these courses, even if the total credits for undergraduate/graduate coursework falls below 18 credits, does not negate these fees.

Justification for your request: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For Official Use Only:

\_\_\_\_\_  
Academic Advisor's Signature Date

\_\_\_\_\_  
School Dean's Signature (required for option D) Date

\_\_\_\_\_  
Dean of GPS's Signature (required for options A,B,C) Date

If Denied, No further appeals are available.

Rev. 2019.04.08