



**Fall & Spring Session**

Twelve to seventeen (12-17) credits constitute a normal full-time schedule. Students who meet the following criteria can register for 18 credits:

1. The student has been in attendance at Suffolk for two full semesters excluding the Summer Sessions.
2. The student has a minimum GPA of 3.0 or better.

Students who do not meet the above criteria or who wish to enroll in more than 17 credits must petition their academic dean's office for approval.

**Summer Sessions**

Eight credits per session constitute a normal full-time schedule. Students must seek petition to register for any excess credits.

YOU SHOULD PLAN TO UTILIZE YOUR OWN RESOURCES TO COVER ANY ADDITIONAL COSTS YOU INCUR AS A RESULT OF EXCESS COURSE CHARGES. FINANCIAL AID RECIPIENTS MAY CONTACT THE STUDENT FINANCIAL SERVICES OFFICE TO DETERMINE IF LOAN FUNDS MIGHT BE AVAILABLE TO MEET ADDITIONAL COSTS. HOWEVER, LOAN DISBURSEMENT AMOUNTS, DATES, ETC. CAN NOT BE ALTERED AS A RESULT OF EXCESS COURSES.

*The student must await the decision of their College or School*

Date: \_\_\_\_\_ Suffolk Student ID# \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
**Please check one:**  
 College of Arts & Sciences     Sawyer Business School

Semester: \_\_\_\_\_  
**I hereby petition for an excess course as described below:**  
Excess course title and number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Days/Time: \_\_\_\_\_  
I believe that the past quality of my work is sufficiently good to guarantee that I can carry an extra course successfully, and submit the following reason for my request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
My other Courses will be:  
1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_  
Student's Signature \_\_\_\_\_

**Action:**     Approved     Denied  
\_\_\_\_\_  
\_\_\_\_\_  
College/School Signature \_\_\_\_\_ Date \_\_\_\_\_