



SBS Graduate Excess Course Petition

Fall & Spring Sessions

Twelve to fifteen (12-15) credits constitute a normal full-time schedule. If students would like to take more than 15 credits in a given semester, they must demonstrate extenuating circumstances for the request and the following criteria must be fulfilled:

1. The student has a minimum GPA of at least 3.0 and is in good academic standing after completing a minimum of one full semester excluding summer sessions.
2. All prerequisites must be taken before the overload course. Prerequisites cannot be taken concurrently with the excess course.
3. Evaluation of a student's excess course request(s) will be done on a case-by-case and course-by-course basis to ensure a student's success within their program.
4. The student has consulted with the program director/advisor, who will review the excess course petition in addition to the degree completion options for the student.
5. Petition must be signed by the program director/advisor.

**Exception: MBA, MSF MSBA and corresponding dual degree programs may require an additional 1-2 credits as a full-time students in their first semester. An excess course petition is not required for these programs.*

Summer Sessions

Six credits per summer session (SM1, SM2, SMA) constitutes a normal full-time schedule (maximum of 12 credits across all summer sessions). The above criteria for fall/spring will be used when evaluating the student's petition to take an excess course.

To be completed by Student:

Date _____ Suffolk Student ID # _____

Student Name _____ GPA _____

Telephone _____ Suffolk Email Address _____

Semester _____ Fall _____ Spring _____ Summer _____

I hereby petition for an excess course as described below:

Excess course title, number and section _____

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 for the requested semester will be:

1. _____ 4. _____

2. _____ 5. _____

3. _____

Student's Signature _____

Approvals:

Action: _____ Approved _____ Denied _____

Program Director/Advisor Name _____ Date _____

Signature _____