



# SBS Graduate Excess Course Petition

### Fall & Spring Sessions

Twelve to fifteen (12-15) credits constitute a normal full-time schedule. The only exception to this policy is the semester in which a student registers for the following combination of 1-credit courses, SBS-700 and/or FIN-601 or SBS 700 and/or MBA 701. Students 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 completion a minimum of one full semester excluding summer sessions.
2. 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.
3. The student has consulted with program director/advisor who will review the excess course petition, in addition to, the degree completion options for the student.
4. Petition must be signed by the program director/advisor and assistant dean of graduate programs.

### Summer Sessions

Six credits, per summer session (SM1, SM2, SM3 or 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.

**NOTE:** Course costs above 15 credits are charged at a per credit rate. 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. cannot be altered as a result of excess courses.

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 \_\_\_\_\_

**Action:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Program Director/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_