



SAWYER BUSINESS SCHOOL

SBS Graduate Online Programs: Excess Course Petition

Suffolk's online graduate programs are part-time only programs. Three credits per term constitute a normal online schedule. The only exception to this policy is the term in which a student registers for an additional 1 credit or 1.5 credit course (e.g., SBS 700, MBA 701, MBA 625, MBA 615, MBA 745, or FIN 601) or when a student registers for HLTH 885. Students who seek an excess course must demonstrate extenuating circumstances and the following criteria must be fulfilled:

- 1. The student has a minimum GPA of at least 3.30 and is in good academic standing after completing a minimum of one full semester.
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 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 student success advisor / program director, 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 and assistant dean of online graduate programs.
6. The Excess Course Petition form must be processed 2 weeks prior to the start of a given semester, and student must be enrolled in the excess course two weeks prior to the ONL course preview week (Week-0).

NOTE: 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 _____ Program _____
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:

I am going to ensure that I have the extra 20 hours a week to take on this excess course load by:

My other course for the requested semester will be:

Student's Signature _____

Action: Approved Denied

Program Director/Advisor Signature

Date _____

Dean's Signature

Date _____