

Only dual degree students who have already completed one semester may request a credit increase during advance registration. All other students should follow this process after their grades have posted for the current semester.

Undergraduate Credit Increase Request Process

Do you...

Have at least a 3.0 GPA, with no NRs, GRs, or Incompletes on your transcript?

YES

NO

STOP

Are you requesting an increase of no more than .5 CU from your last term of study (up to a max of 6.5 CUs)?
For example, you're requesting an increase to 6 CUs; you completed 5.5 CUs last term.

You are not eligible for a departmental increase. You must petition for an increase. Your petition must include a detailed academic plan.

YES

NO

SLOW

Send Lauren an email with your faculty advisor approving the increase OR have your advisor complete the [Advisor Signoff form](#) (circling the approved CU amount).

**Note: If you're a single degree student, only email Lauren after your grades have posted.*

You will need to make revisions to your academic plan, as we do not typically permit increases > than .5 CUs for students. Please have a conversation with your faculty advisor and/or Lauren.

Are you requesting an increase to 7 CUs? You must fill out a petition and include a detailed academic plan. Requests for 7 CUs will be approved under **exceptional circumstances only**. See Lauren, Dr. Arratia, your faculty advisor, or RAS with any questions about this policy.