*Only dual degree students who have already completed one semester may request a credit increase during advanced registration. All other students should follow this process after their grades have posted for the current semester. Freshmen may not request a credit increase for their first 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**
  - 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)?
    - **YES**
      - Discuss the credit increase with your faculty advisor to make sure it is part of a suitable academic plan. If they approve of the increase, you may submit a formal request for a credit increase.
    - **NO**
      - **SLOW**
        - You will need to make revisions to your academic plan, as we do not permit increases > than .5 CUs. Please have a conversation with your faculty advisor and/or Lauren.
  - **NO**
    - **STOP**
      - You are not eligible for a departmental increase. You must petition for an increase. Your petition must include a detailed academic plan.

- **NO**
  - **STOP**
    - **STOP**
      - **STOP**

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.

Updated 4/1/2021 by LMK