*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**

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.*

**YES**

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.*

**NO**

SLOW

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.

STOP

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

**NO**

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 7/21/2020