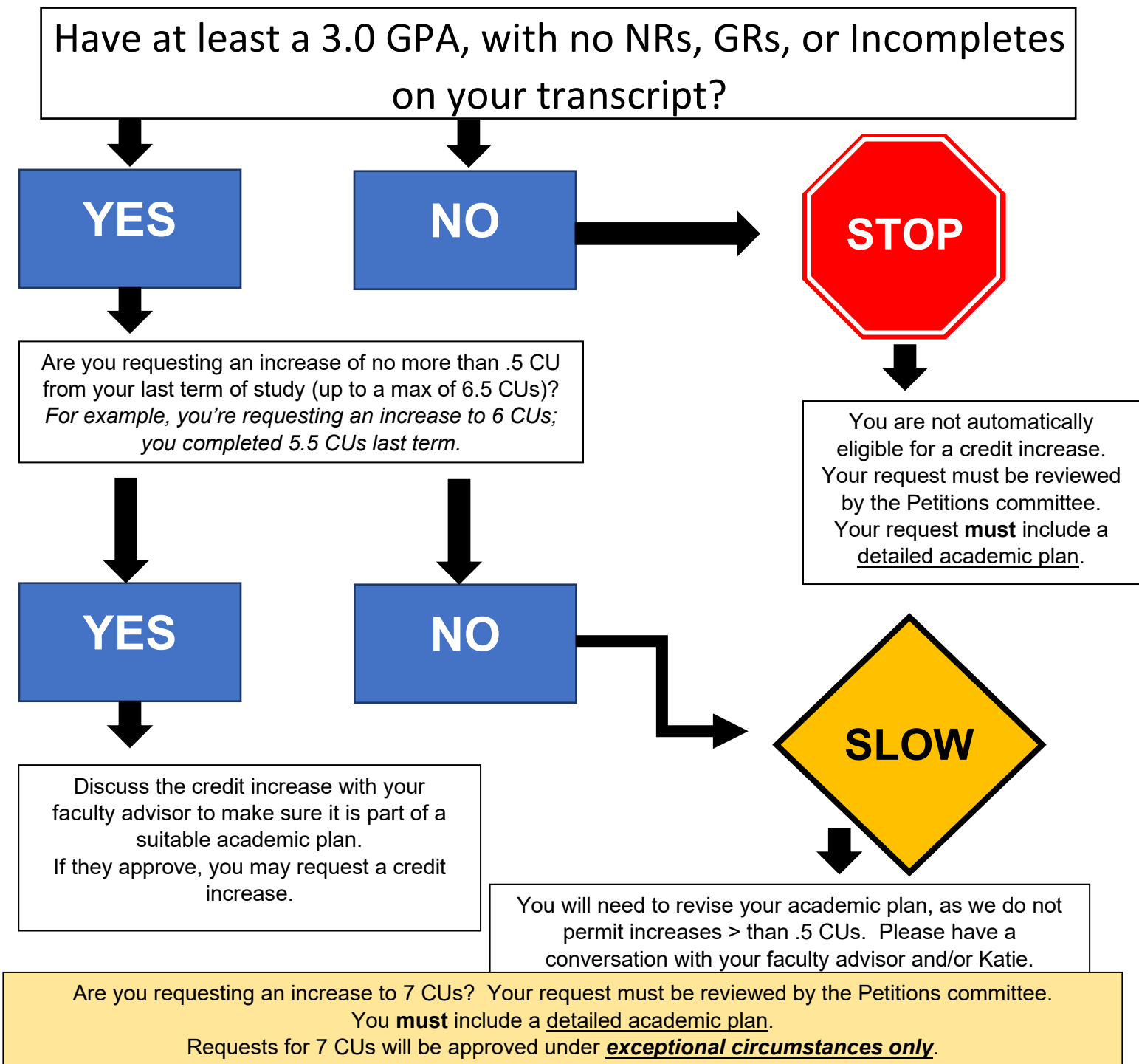


*Only dual degree students who have already completed one semester may request a credit increase during advanced registration. All other students should follow this process *after* their grades have posted for the current semester. Freshmen may not request a credit increase for their first semester.*

MEAM UG Credit Increase Request Process

Do you...



MEAM UG Credit Increase Request Process FAQ

How do I request a credit increase?

ALL credit increase requests must be submitted through the online form. There is a direct link from your Path@Penn homepage (see screenshot below).



You can also access this online form from the [Path Forms homepage](#).

All credit increase requests must be received prior to the Add deadline. Requests to raise course units must be made each semester; they do not carry over from the previous semester.

What if I had a conversation with Katie in person or forwarded her an email with my advisor's approval? Do I still have to fill out the online form?

Yes. Katie cannot manually increase your credit limit. She can only approve your requests or forward them to the RAS Petitions committee for review.

The online form requires me to upload supporting documentation. What do I need to include?

Please include the permission from your faculty advisor. A screenshot of your email correspondence is sufficient, though please make sure the date of your correspondence is visible.

If you are requesting an increase to 7 CUs, or if your request must be reviewed by the Petitions committee for other reasons, you **must** also include a detailed academic plan. However, it is highly recommended that you include a detailed academic plan regardless of your individual situation.

What is a "detailed academic plan?"

A detailed academic plan should clearly outline the courses/requirements you have already fulfilled and the courses/requirements you intend to take, in a semester-by-semester view up to graduation. The detailed academic plan should confirm that you are on track to complete your undergraduate degree requirements and that you are taking a reasonable course load each semester. When creating your academic plan, be sure to list the course number, credits (CUs), and satisfied requirement for each course.

How do I know if my request needs to be reviewed by the Petitions committee?

Please refer to the MEAM credit increase process flow chart. Ask Katie if you have any questions.

What happens if my request needs to be reviewed by the Petitions committee?

Your request will need to be approved by the MEAM UG Coordinator (Katie), your faculty advisor, and the MEAM UG Curriculum Chair (Dr. Bargatin) before going before the Petitions committee in RAS. In order to be reviewed at the weekly meeting, all fully-completed petitions must be received by **Tuesdays at noon**. Because the electronic petitions queue requires several levels of review and approval, please be sure to submit your request well in advance of the weekly deadline.

How long do I have to wait for my credit increase request to be reviewed?

Usually, Katie will review your initial request within two business days. The RAS Petitions Committee meets weekly to review cases.

How will I know if my credit increase request has been approved?

You will receive an automatic email from no-reply@upenn.edu letting you know of the outcome of your request.