Excess Credit Request Form

South Puget Sound
COMMUNITY COLLEGE

Last Name	First Name	M.I.	Student ID Number

Current Degree or Certificate Program	Technical Program or Transfer Program
	☐ Technical ☐ Transfer

Quarter	Year	Student Signature	Date

Technical Program

The State Legislature requires students to pay tuition for each credit in excess of eighteen (18), with an exception for students enrolled in courses required for a technical program. Students may receive a tuition waiver for the excess credits if all conditions below are true.

- The student is enrolled in a non-transferable technical program such as Welding, Automotive, Dental, Fire Services, etc.
- All registered or waitlisted classes are listed on this form.
- All listed classes are required for the technical program.
- The program advisor initialed each class and signed the form.
- The listed courses are not prerequisites to the technical program, which are not eligible for the waiver.

If the student is waitlisted for a class, a staff member will adjust the tuition rate when more than 18 credits are registered.

Item #	Course #	Credits	Advisor Initials

By my signature below and by my initials above, I approve the request and certify that this student is registering in the courses listed above, which meet the official program requirements.

Ed Planner or Program Faculty Signature	Date

Transfer Program

For students who are not enrolled in a technical program, or for those students who are enrolled in a transfer program such as Associate in Arts, Associate in Pre-Nursing, etc., the following conditions must be met in order to be eligible to enroll in more than eighteen (18) credits.

- The student must have thirty (30) college level credits and a cumulative GPA of 3.0 or higher.
- All registered or waitlisted classes must be listed on this form.
- An Ed Planner must initial each listed course and sign the form.
- Approval of this request will be based on the above and on an Ed Planner's review of the student's overall academic record.

Regular tuition and fee rates apply. There is no tuition waiver for the credits in excess of eighteen (18).

Item #	Course #	Credits	Advisor Initials

By my signature below and by my initials above, I approve the request and certify that this student meets the specified eligibility requirements and is registering in the courses listed above.

Ed Planner Signature	Date

This section is for staff use.

☐ OV (over 18 credits) code has been added to SM5003.

☐ If student is enrolled in a technical program **and** over 18 credits have been registered (not waitlisted), = 18 coding added to all classes in SM700A (for resident) or = 17 (for non-resident).

Date Processed

This form may be scanned and emailed to enroll@spscc.edu, but will ONLY be accepted if it is sent from the student's spscc.edu email address. Submissions from personal/business email addresses will not be accepted.

For disability accommodations, contact Access Services in Building 22, Suite 260, email at Access.Services@spscc.edu or call (360) 596-5306.