

# Excess Credit Request Form

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Student ID Number</b>
<b>Current Degree or Certificate Program</b>		<b>Technical Program or Transfer Program</b>	
		<input type="checkbox"/> Technical	<input type="checkbox"/> Transfer
<b>Student Signature</b>			<b>Date</b>

## 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

## 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.
- An unofficial transcript must be attached to this form.
- All registered or waitlisted classes must be listed on this form.
- An advisor must initial each listed course and sign the form.

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 certify that this student meets the specified eligibility requirements and is registering in the courses listed above.

<b>Advisor Signature</b>	<b>Date</b>

<b>Advisor Signature</b>	<b>Date</b>

**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](mailto:enroll@spscc.edu), but will ONLY be accepted if it is sent from the student's my.spscc.edu email address. Submissions from personal/business email addresses will not be accepted.

For disability accommodations, contact Disability Support Services in Building 22, email [dss@spscc.edu](mailto:dss@spscc.edu), or call (360) 596-5455.