INSTRUCTIONS: Submit an individual request for each semester to the Office of the Vice Provost for Undergraduate Education in Lecture Center 30. Attach a copy of your degree audit, available via MyUAlbany, showing your current schedule. For a response to this request, you may call the office (518-442-3950) or come in to LC 30 where your copy of the audit will be returned to you.

Contact Information

Student Name ___________________________________________________________ ID # ______________________
Email Address ___________________________________________________________ Phone # ______________________ Date ______

Your cumulative (overall) average at Albany: ______________________________
How many credits have you taken in the previous 2 semesters? ________________
(Students are expected to demonstrate a record of taking at least 18 credits with semester grade point averages of 3.00 or higher for more than one semester. In addition, if your cumulative grade point average is below 3.00, this petition will only be considered when there are extenuating circumstances. Note that while each request is reviewed individually, the existence of extenuating circumstances does not guarantee the approval of the request.)

How many credits of Incomplete do you have? ______________________________
Do you have any pending grade changes? ______________
What semester is this request for? __________
How many total credits are you asking to enroll in for the term? ______________

Please state your reasons for taking more than 19 credit hours.

List the course(s) you wish to add to your current schedule:

Please have your advisor provide written approval either on this request or on a separate piece of paper.

___________________________________________ ____________________________
Advisor/Department Representative Date

For Office Use Only:

ACTION: _____ APPROVED _____ DENIED _____ TABLED

SPECIAL CONDITIONS:

___________________________________________
Undergraduate Education Representative Signature Date

Updated: 3/19/2012