



Registrar's Office
501 Crescent Street
New Haven, CT 06515-1355

Phone: 203-392-5301
Fax: 203-392-7144
Email: registrar@southernct.edu
Web: www.southernct.edu/registrar

Petition for an Irregular Schedule

Name: _____ Student ID: _____

Email: _____ Phone: _____

_____ Dept. Course, Section _____ Dept. Course, Section _____ Dept. Course, Section

Choose One: ___ Fall ___ Spring ___ Summer Year: _____

*Students must be a matriculated SCSU student and meet all prerequisite requirements prior to being registered. For financial aid eligibility courses must be part of an approved degree program.

To Be Completed By the Academic Advisor:	Academic Advisor's Initials: _____
Cumulative GPA _____ Major _____ Credits Completed _____ Credits needed for Graduation _____	

I hereby request to take the following option: (Check only one)

- ___ A Graduate courses for an undergraduate degree
- ___ B Graduate courses for graduate credit (undergraduate seniors only)
- ___ C Above 15 credits (Full-time Graduate) Number of credits _____
- ___ D Above 18 credits (Full-time Undergraduate) Number of credits _____

*Options A & B: Are only available to undergraduate seniors (90+ credits and 3.0 GPA).

*Options C & D: In addition to standard Tuition/Required Fees, you will be assessed NON-REFUNDABLE Excess Credit Fees for each credit beyond 18 for Undergraduate/Graduate at a rate equal to the charge for one credit of course fees. Dropping one of these courses, even if the total credits for Undergraduate/Graduate coursework falls below 18 credits, does not negate these fees.

Signatures Required:

*Option A, B & C: Both the Academic Advisor and the Dean of Graduate Studies, Research, & Innovation (GSRI)

*Option D: Both the Academic Advisor and the School Dean.

Justification for your request: _____

_____ Student Signature _____ Date

For Official Use Only:	
_____ Academic Advisor's Signature	_____ Date
_____ School Dean's Signature	_____ Date
_____ Dean of GSRI's Signature	_____ Date

If Denied, No further appeals are available.

Petition for an Irregular Schedule Procedures

A petition for an irregular schedule is defined as either a schedule in which a student is requesting to enroll in greater than 15 or 18 credits (graduate or undergraduate respectively) or when an undergraduate student is requesting to register in a graduate course for either graduate or undergraduate credit. Students requesting to enroll in more than 15 or 18 credits must have a GPA greater than or equal to 3.00.

1. Students requesting a petition for an irregular schedule must meet with his/her Academic Advisor to discuss the request and receive approval.
2. Students must complete the form and obtain the signature of his/her Academic Advisor.
3. Once the student completes the form, and the Academic Advisor signs it the student must submit the form to the appropriate Dean for signature. Once the form is signed by the Dean, the student must present the form to the Registrar's Office for processing.
 - Options A, B, & C = GSRI Dean
 - Option D = School Dean

*Appropriate School Dean:

- **Dean of the School of Arts and Sciences:** ANT, ART, BIO, CHE, COM, CSC, CTR, (BA) ECO, ENG, ENV, ESC, FRE, GEO, GER, HIS, HON, IDS, ITA, JPN, JRN, JST, LAT, LIT, MAR, MAT, MDS, MUS, PHI, PHY, PSC, PSY, SOC, SPA, THR, URB, WMS.
- **Dean of the School of Business:** ACC, (BS) ECO, FIN, MGT, MIS, MKT.
- **Dean of the School of Education:** CSP, EDF, EDL, EDU, ILS, RDG, SCE, SED.
- **Dean of the School of Health and Human Services:** CMD, EXS, MFT, NUR, PCH, REC, SHE, SWK.