



Registrar's Office
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Petition for an Irregular Schedule

A petition for an irregular schedule is defined as either a schedule in which a matriculated 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. Students requesting a petition for an irregular schedule must have a GPA greater than or equal to 3.00. For financial aid eligibility courses must be part of an approved degree program.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
Dept. Course, Section Dept. Course, Section Dept. Course, Section
Choose One: [ ] Fall [ ] Spring [ ] Summer Year: \_\_\_\_\_

To Be Completed By the Academic Advisor:

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
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).

\*Options C & D: Upon approval, you will be sent registration instructions to your Southern email. You will be assessed NON-REFUNDABLE Excess Credit Fees for each undergraduate or graduate credit beyond 18 credits at a rate equal to the charge for one credit of course tuition and fees. Dropping one of these courses, even if the total credits for undergraduate/graduate coursework falls below 18 credits, does not negate these fees.

Justification for your request:

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email account.

For Official Use Only:
Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Graduate Dean Signature (for options A,B,C): \_\_\_\_\_ Date: \_\_\_\_\_
Email to GPSsubmit@SouthernCT.edu
School Dean's Signature (for option D): \_\_\_\_\_ Date: \_\_\_\_\_
Revised 03/01/2022