



**REQUEST FOR ADDITIONAL EQUATED CREDITS FORM**

**INSTRUCTIONS FOR REQUESTING ADDITIONAL EQUATED CREDITS**

**Matriculated students**, not on academic probation, may register for the following maximum number of equated credits as indicated,

- Fall and/or Spring semester æ 18 equated credits.
- Summer Session I æ 6 equated credits.
- Summer Session II æ 9 equated credits.
- Winter Session, 4 credits.

For fall and spring semesters, sophomores, juniors, and seniors who have a cumulative grade point average of 3.0 or higher, and no temporary grades of ABS, INC, and PEN, can register for a maximum of 21 equated credits. **NOTE**: Students who register for more than 18 equated credits will be charged an Accelerated Study Fee. In all cases, the 21 equated credit limits apply to equated or billable credits. The total maximum credit load for combined Summer Sessions (1& 2) is 15. The maximum credit load for the Winter Session is 4 credits. No exceptions.

**Matriculated students** who have a compelling reason and do not meet these requirements above may submit an appeal to register for additional equated credits (spring, fall only) in the USSC Office, as early as possible during the registration period.

**First semester students** requesting additional equated credits must submit a copy of their most recent transcript for review.

**Academic probationary students** may register for a maximum of 13 equated credits per Fall and/or Spring semester.

**Non-degree students** may register for a maximum of 11 equated credits per Fall and/or Spring semester.

**Visiting students** are subject to the College's credit load restrictions.

**ALL STUDENTS** requesting additional equated credits should submit their appeal to the USSC as early as possible during the registration period.

Before you register for additional equated credits, you should determine if you might have a potential conflict in your final examination schedule. Refer to the Final Examination Schedule in the Telephone Registration Guide and Schedule of Classes or on the Registrar's Office website at [WWW.QC.CUNY.EDU/REGISTRAR/](http://WWW.QC.CUNY.EDU/REGISTRAR/).

I have read and understand the instructions for requesting additional equated credits:

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