



**Return by mail, fax: 202-687-8954 or email:**  
[cmh242@georgetown.edu](mailto:cmh242@georgetown.edu), at least two weeks prior  
to the first day of classes.

**Additional Coursework over 30 Credits Request Form**

- Students nearing graduation with a cumulative GPA of 3.330 (“B+” average) or better may request permission through their program Associate Dean and the *Academic Affairs & Compliance Office* to enroll in additional courses beyond the 30 credits required for their degree.
- Such credits may be used to fulfill a double concentration within a program or to complete extra elective courses before graduating. In these pre-approved circumstances, the grades and credits earned will be factored into the student’s cumulative GPA.
- Students with a GPA of 3.000-3.329 will be considered for this exception on a case-by-case basis with a warning that all grades earned will be factored into the GPA and could lead to academic probation or termination if their GPA falls below a 3.000 at any point or if they meet other academic termination criteria.
- Students with a GPA under 3.000 are not eligible for this exception unless they have received permission to repeat the Capstone course or one failed course (see “Repeating a Course” under the section “Grades and Grading” of the MPS Student Handbook found at <http://scs.georgetown.edu/academic-affairs/student-handbooks>). Students with a GPA under 3.000 who mistakenly enroll in additional credits beyond 30 will not be allowed to count those credits nor will those grades be counted toward the improvement of their GPA.
- MPS students who receive advance permission to apply these additional credits to their degree cannot receive retroactive permission to apply the credits to an APC. The APC is a separate non-degree application program to which students must apply and receive advance permission for all coursework completed. Please see APC policies and procedures in the Student Handbook.
- APC students are not eligible to enroll in or apply more than 15 credits to the certificate (except when the rules under "Repeating a Course" apply). Additional coursework completed in error by the student could affect academic standing and be used in assessing warning, probation, or dismissal. No additional coursework will be accepted to improve the GPA.

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| <b>Name (last, first, middle initial):</b> | <b>GU NetID:</b>                       | <b>GU Student ID:</b> |
| <b>MPS Program:</b>                        | <b>Term of Anticipated Graduation:</b> | <b>Current GPA:</b>   |

| <b>Course Title and Number</b> | <b>Semester and Year Course is to be Completed</b> | <b>Elective (Y/N)</b> | <b>Double Concentration (Y/N) (If, Y; Specify Concentration)</b> |
|--------------------------------|--|-----------------------|--|
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I certify that all information submitted in this form is complete and true to the best of my knowledge. I understand that it is solely my responsibility to ensure all required courses for my major and declared concentration have been successfully completed. I am aware that I have 5 years from original admission to complete my degree. I acknowledge that I understand and must adhere to all SCS and GU policies for degree completion.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Associate Dean Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Academic Affairs & Compliance Signature*

\_\_\_\_\_  
*Date*