



GEORGETOWN UNIVERSITY  
School of Continuing Studies

Office of Academic Affairs & Compliance  
School of Continuing Studies  
Georgetown University  
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### Professional Studies Credit Overload Request Form

- Students nearing graduation with a cumulative GPA of 3.330 (“B+” average) or better may request permission through their program’s Associate Dean and the *Office of Academic Affairs & Compliance* to enroll in additional courses beyond the required credits for their degree.
- Such credits may be used 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 for their program audit.
- 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 Professional Studies 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 what is required will not be allowed to count those credits nor will those grades be counted toward the improvement of their GPA.
- 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.
- All courses taken will appear on the student’s transcript.

Name (last, first, middle intitial):	GUID Number:
Program:	Anticipated Graduation Term:
Current GPA:	
Course Title & Number	Semester & Year Course is to be completed:

I certify that all information submitted in this form is complete and true. I understand that it is solely my responsibility to ensure all required courses for my degree, major and 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’s Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Affairs & Compliance Name & Signature

\_\_\_\_\_  
Date

For internal use only - Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_