Office of Academic Affairs & Compliance
School of Continuing Studies
Georgetown University
640 Massachusetts Ave., NW
Washington, DC 20001
Fax: 202-784-7235
scsoaac@georgetown.edu

GEORGETOWN UNIVERSITY
School *of* Continuing Studies

Professional Studies Credit Overload Request Form

- Students nearing graduation with a cumulative GPA of 3.000 ("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 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.
- Additional coursework completed in error by the student could affect academic standing and be used in assessing warning, probation, or dismissal.
- Students assume complete academic and financial responsibility for all courses in which they enroll. In cases where students fail to receive appropriate Overload permission from their program and the Office of Academic Affairs & Compliance, all grades earned will initially be factored into the GPA for the purpose of determining academic actions like Probation and Termination. Grades of "B" or higher may be excluded at the time of graduation review by the Office of Academic Affairs & Compliance. **Please note: Unsatisfactory grades of "B-" or lower will not be excluded at any time, regardless of whether or not a student has received Overload permission.**
- 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: _____