

REQUEST FOR SURPLUS CREDIT ALLOCATION (HOLDING OUT COURSES)

NAME OF STUDENT:	_____	_____
	Last Name	First Name
UVIC STUDENT NUMBER:	_____	UVIC EMAIL ADDRESS: _____

Students who have completed or plan to complete more than the minimum number of upper-level courses (300- and 400-level) for their first degree, with the intention of applying the additional course work towards the requirements of a second degree, must seek permission at least two months before graduating with their first degree. The deadlines are March 15 for June Convocation and August 15 for November Convocation. Students who wish to hold out courses after these deadlines must receive approval from Undergraduate Records.

Surplus lower-level courses (100- and 200-level) must also be included in this Request in order to be available for use in a subsequent credential.

Please read the following carefully:

- x A course which has been used to satisfy the requirements for one credential, cannot be listed on this form.
- x Failed, mutually exclusive, or duplicate courses cannot be designated as surplus. Approval granted for a course that is not yet complete or is determined to be duplicate or mutually exclusive, will be withdrawn automatically if a failing grade is assigned.

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FOR ADVISING USE ONLY

These conditions must be satisfied in order to approve any Request for Surplus Credit Allocation:

1. Has the student applied to graduate on the current degree program?