

# Exceed Credit Limit Request Form

## REGISTRAR & ENROLMENT SERVICES

### IMPORTANT INFORMATION

The usual maximum course load for most programs in the Faculties of Arts and Social Sciences is 16 credit hours per semester. In the Faculty of Science the usual maximum course load is 18 credit hours per semester. Course load maximums that differ from the above are listed with the program or faculty information. Students who have maintained a minimum semester grade point average of 3.5 in a full course load (i.e. 15 credits or more in one semester) may request additional credits (overload) with the approval of the Registrar's Office. Each request is reviewed on a case-by-case basis and approval is never guaranteed. If approved, it is only for the requested semester.

**Deadline:** Prior to the first day of classes.

### SUBMIT COMPLETED FORM

In person or mail to: Registrar & Enrolment Services, Langara College, 100 West 49<sup>th</sup> Avenue, Vancouver, BC V5Y 2Z6

By email: [registration@langara.ca](mailto:registration@langara.ca)

### STUDENT INFORMATION

Langara ID: \_\_\_\_\_ Email: \_\_\_\_\_

Last or family name: \_\_\_\_\_ First or given name(s): \_\_\_\_\_

Current Program: \_\_\_\_\_

### CREDIT LIMIT INFORMATION

**Required:**  Completed a full course load (15 credits or more) with a minimum semester GPA of 3.5  
or

Departmental support (limited enrolment programs only; see section below)

Number of additional credits requested:  1  2  3  4  Other: \_\_\_\_\_

The semester the additional credits request is for (e.g. fall 2023): \_\_\_\_\_

What are the circumstances of your request? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's signature: \_\_\_\_\_ Date signed (DD/MM/YYYY): \_\_\_\_\_

### DEPARTMENTAL SUPPORT (Limited Enrolment Programs only) - FACULTY USE ONLY

Rationale for department support: \_\_\_\_\_

\_\_\_\_\_

Department chair name: \_\_\_\_\_

Department chair signature: \_\_\_\_\_ Date signed (DD/MM/YYYY): \_\_\_\_\_

### OFFICE USE ONLY - REGISTRAR & ENROLMENT SERVICES

Decision:  Approved  Denied

Current total credits: \_\_\_\_\_ Approved additional credits: \_\_\_\_\_ Approved total credits: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date processed (DD/MM/YYYY): \_\_\_\_\_

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