



REQUEST FOR SURPLUS CREDIT ALLOCATION (HOLDING OUT COURSES)

NAME OF STUDENT: _____
Last Name First Name

UVIC STUDENT NUMBER: V00- _____ UVIC EMAIL ADDRESS: _____

SURPLUS CREDIT ALLOCATION WITH DEAN'S PERMISSION

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.

Course	Session/Term	Units	Grade		Course	Session/Term	Units	Grade

Please read the following carefully:

- A course which has been used to satisfy the requirements for one credential, or which has been used in the calculation of the student's graduating average for one credential, cannot be listed on this form.
- 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Approval granted for a course that is not yet complete, or is determined to be duplicate or mutually exclusive, will be withdrawn automatically if a failing grade is assigned.

I request that the courses listed above be held out for use in a subsequent credential.

Signature

Date

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the University Act and the British Columbia Freedom of Information and Protection of Privacy Act. The University of Victoria collects the personal information on this form pursuant to section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act. The information provided in this form will be used only for the purposes of determining eligibility and permission for taking a course at another post-secondary institution for credit towards a University of Victoria degree. For a detailed listing of the types of Personal Information the University collects and the purposes for such collection see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information, please contact the University Secretary's office at foipp@uvic.ca or (250) 472-4914.

ADVA STAMP

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? | Yes | No |
| 2. | Is the course surplus to the requirements of the current credential program? | Yes | No |

Signature: _____
Advising Officer

Date: _____

Signature: _____
Associate Dean, Academic Advising

Date: _____

- | | | |
|----|--|-----|
| 1. | Advising has added the approved courses to "Excluded Courses" on the student's CAPP degree audit | Yes |
| 2. | Advising has sent a copy of this request to Undergraduate Records | Yes |
| 3. | Undergraduate Records will check in-progress courses for successful completion | |

Approval to hold out courses after deadlines listed above:

Signature: _____
Undergraduate Records Officer

Date: _____