



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.

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.

Table with 9 columns: Course, Session/Term, Units, Grade, Course, Session/Term, Units, Grade. Includes a shaded column for units.

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.

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.



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: _____