

**EXCESS CREDIT HOUR  
ADJUSTMENT FORM**  
**Due End of Semester**



**OFFICE OF THE REGISTRAR**

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**INSTRUCTIONS TO STUDENT:**

To request an adjustment of additional credit hours for exemption, students may submit an Excess Credit Hour Adjustment Form noting the courses or credits in question and including all needed/necessary documentation to support their claim. The form will be reviewed within the Office of the Registrar.

**Deadline to request an adjustment of credit hours earned while in attendance at FGCU:** Adjustment requests of credit hours added to your counter after initial enrollment must be submitted within one year of the course being attempted, or the credit being posted to your FGCU transcript will remain in your Excess Credit Hour Counter.

**Only the following circumstances are considered acceptable basis for appeals under Florida law:**

- College credit earned through articulated accelerated credit such as Advanced Placement (AP), International Baccalaureate (IB), CLEP, Dual Enrollment or AICE; as defined in [Section 1007.27, Florida Statutes](#)
- Credit hours earned through internship (Note: Cooperative educational experiences, directed individual studies, and other one-on-one instructional course are not considered internship under this law)
- Credit hours required for certification, recertification, or certificate programs
- Courses from which the student withdraws for reasons of medical or personal hardship
- Credit hours taken while on active-duty military personnel; students will need to include a copy of your DD214 as part of the appeal
- Credit hours taken to achieve a dual major while pursuing a baccalaureate degree (NOTE: the law only exempts those hours required to obtain a dual major, rather than every credit hour in which a dual major student chooses to enroll).
- Remedial and English as a Second Language (ESOL) credit hours
- Credit hours earned while participating in a Reserve Officers Training Corps (ROTC) program
- Credit hours for which a repeat surcharge has been paid
- Courses offered through the Continuing Education Department

**Supporting documentation must be submitted with an Excess Credit Hour Adjustment Form for consideration.** Examples of documentation may include College Board scores (AP or CLEP), International Baccalaureate (IB) exam results, military service records (DD214), or completed certification/recertification documentation.

FGCU UIN: \_\_\_\_\_ Name: \_\_\_\_\_  
First Middle Initial Last

FGCU Eagle e-mail: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**CREDIT HOURS IN QUESTION**

TERM COMPLETED	NAME OF UNIVERSITY	PREFIX & NUMBER	CREDIT HOURS	EXEMPTION REASON
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> CONTINUING EDU. <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> CONTINUING EDU. <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
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\*Additional Remarks:

**REGISTRAR (OFFICE USE ONLY):**

Excess Credit Hour Review - Final Decision:     Approved     Disapproved    Date: \_\_\_\_\_