



MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY
OFFICE OF ADMISSIONS AND RECORDS
 2100 16th Avenue South, Great Falls, MT 59405
 [406] 771.4300 or [800] 446.2698 fax: [406] 771.4329
 www.msugf.edu

Petition to Register for Excess Credits

- A student who is in good academic standing may enroll for a maximum of 19 credits per semester without special approval.
- A student who is on academic probation may register for a maximum of 13 credits per semester without approval.

This form must be completed to request registration for credits above the maximum.

This petition must be signed by both the student’s academic advisor and Assistant Dean of Student Services and turned in to the Admissions/Records office prior to being allowed to register for additional credits. This petition allows the student to register for no more than the approved number of credits.

Student Name: _____		Student ID: _____	
Total credits requested: _____		Semester/Year: _____	
Program: _____			
Reason for request: _____			

Which class(es) are you wanting to add? _____			
Attach a copy of your current course/class schedule.		Please mark if attached <input type="checkbox"/> YES	
Last semester/year enrolled: _____		Last Semester GPA: _____	
Cumulative GPA _____			
Student Signature: _____		Phone: _____	
Date: _____			

Total credits approved: _____		Denied _____	
Advisor Signature: _____		Date: _____	
Assistant Dean of Student Services’ Signature: _____		Date: _____	

Office use only:	Date processed:	Processed by:	Student called:
------------------	-----------------	---------------	-----------------

changing lives - achieving dreams

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.