

PETITION TO WAIVE SURCHARGE

Instructions: Complete this form thoroughly and **attach a signed program of study**. State Board of Regents policy mandates that students who take credit hours determined to be in excess of the degree program requirements are charged a supplement. The policy permits a student to petition for a waiver if the excessive credits are necessary for the completion of the student's program of study. Please see complete policy at <http://www.usu.edu/registrar/surcharge/>.

Return this form to the Registrar's Office, TSC 246, 1600 Old Main Hill Logan UT 84322-1600.

Please Print Clearly:

Student I.D. Number	Name (Last, First, M.I.)	E-Mail Address

Please state the reason you are seeking a surcharge waiver:

1st Major Credits	Dual Major Credits	Minor Credits	Emphasis Credits	Language Credits*
Semester Graduating	Total AP &/or Concurrent Credits	Total Transfer Credits	Total Credits Not Used	

*Language credits counted toward a BA degree are not to be included in Language Credits total.

To be completed by Advisor (the student must meet the first circumstance and at least one of the other requirements):

- the excessive credits are necessary for the student to complete the student's program of study; and
- the excess credits are a result of circumstances where a substantial number of credits from a transferring institution could not be applied to the program of study; or
- the excess credits are the result of a reasonable enhancement of the student's major by the addition of a minor or emphasis to the program of study; or
- the excess credits are the result of a re-entry into the educational system by a student who may have accumulated a large number of credits, or even completed degrees, but where employment requirements obligate his or her return to college.

Advisor's Signature: _____ Date: _____

Approved by:

Associate Dean's Signature: _____ Date: _____

Approved for Processing Denied Reason _____

Registrar's Office Signature: _____ Date: _____

Processed by: _____	Date: _____
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PROGRAM OF STUDY

Supplement Form to Petition to Waive Surcharge

Instructions: Complete this form thoroughly and attach it to your Petition to Waive Surcharge form. State Board of Regents policy mandates that students who take credit hours determined to be in excess of the degree program requirements are charged a supplement. The policy permits a student to petition for a waiver if the excessive credits are necessary for the completion of the student's program of study. Please see complete policy at www.usu.edu/registrar/surcharge/.

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Please Print Clearly:

Student I.D. Number	Name (Last, First, M.I.)	E-Mail Address
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Semester: _____ Year: _____

Dept./No.	Course Title	Credits

Semester: _____ Year: _____

Dept./No.	Course Title	Credits

Semester: _____ Year: _____

Dept./No.	Course Title	Credits

Semester: _____ Year: _____

Dept./No.	Course Title	Credits

Advisor's Signature: _____

Date: _____

Approved by:

Associate Dean's Signature: _____

Date: _____