



Strategic Enrollment Management
and Student Success

Office of the University Registrar
Grace E. Harris Hall
1015 Floyd Ave., 1st Floor
P.O. Box 842520
Richmond, VA 23284-2520
[Registrar website](https://registrar.vcu.edu): <https://registrar.vcu.edu>

Credit Hour Threshold Appeal Form

This form is to be used by students receiving notification of the Virginia credit hour threshold limits. If you received this notification and would like to appeal please complete Section A for course related appeals and/or Section B for student performance or academic program related appeals. Your request will be reviewed and you will be notified via your campus email address of approval or denial. Please make sure you include all documentation requested for your specific appeal.

SECTION A

If you believe any of the following courses have been included in your credit hour calculation, please complete the following section and email your appeal and documentation to rar@vcu.edu after meeting with your advisor. Advisors also have the option to submit the appeal electronically through an internal process with the Office of the University Registrar. Once approved, you will receive an email notification of the approval.

Check the appropriate box(es) for the type of class(es) included and provide a listing of the identified class(es):

- Transfer credits from another Virginia public college or university that do not meet degree requirements for general education courses or your chosen program of study
- Advanced placement or international baccalaureate credits that were obtained while in high school or another secondary school program
- Dual enrollment, college-level credits obtained by you prior to receiving a high school diploma

You must obtain your advisor's signature for verification.

Advisor Signature: _____
 Date: _____
 Advisor Printed Name: _____
 Advisor Phone Number: _____
 Student Signature: _____
 Date: _____
 Student Printed Name: _____
 Student V Number: _____
 Student Email Address: _____
 Student Phone Number: _____

FOR OFFICE USE ONLY

Approved:

Denied:

Date: _____

Initials: _____

SECTION B

If you have been impacted by any of the items listed below, please complete the following section and email your appeal and documentation to rar@vcu.edu after meeting with your advisor. Advisors also have the option to submit the appeal electronically through an internal process. Once approved, you will receive an email notification of the approval.

Please attach a typed detailed description of your special circumstances and documentation on official letterhead that supports the circumstances indicated (i.e., doctor's letter, death certificate, employer's letter, military orders, letter from school advisor/program director/dean, etc.). All documentation should include specific dates that relate to the special circumstances.

1. Circumstances affecting student performance or completion of a term:

- Illness or disability
- Death or long-term disability of an immediate family member, person providing financial support, or dependent
- Involuntary loss of student employment resulting in withdrawal from a term
- Active or reserve service in the armed forces of the United States or other state or national military mobilization
- Other state or national emergency
- Service in AmeriCorps or Peace Corps

2. Academic program decisions requiring additional courses:

- Double Majors
- Change of Majors
- Second Degree

Student Signature: _____

Date: _____

Student V Number: _____

Student Email Address: _____

Student Phone Number: _____

FOR OFFICE USE ONLY

Approved:

Denied:

Date: _____

Initials: _____