

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](mailto: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](mailto: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: \_\_\_\_\_