



Credit Limit Increase Request

IMPORTANT INFORMATION		
<p>Maximum credit limits are in place to ensure students will be successful in their studies. Students who wish to enrol in more than the allowed credits, will require permission approved in exceptional circumstances.</p> <ul style="list-style-type: none"> If a credit limit increase is approved, students will not be eligible for a Request for Exception due to the increased course load. A request for credit limit increase will only be reviewed and approved after general course registration has opened and all students have had a chance to register. Requests to exceed the credit limit is approved on a term by term basis. <p>Students on academic probation are not eligible for a credit limit increase.</p>		
INSTRUCTIONS		
<ul style="list-style-type: none"> Complete the Credit Limit Increase Form Submit to dc_cli@douglascollege.ca 		
STUDENT INFORMATION		
Student Number:	Student Legal Name:	Student Preferred Name:
Phone Number or Email:		
Semester You Are Requesting This Increase For:	Current Program:	
Is This Your Final Term Before Graduating? (Yes/No):	Total Credit Limit Requested: From _____ credits to _____ credits	
Student Signature:	Date (DD/MM/YY):	
COURSES		
<p>Please list ALL of the courses you wish to take in the upcoming semester (any courses you are already enrolled in for that semester, and the additional courses you are hoping to register into).</p>		
REASON		
<p>Please provide a reason for requesting to increase your credit limit for the upcoming semester.</p>		

Date Request Received:
Enrolment Services

Collection Notice
<p>Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your credit limit increase request. Questions about the collection of this information may be directed to the Associate Registrar at: reg_admin@douglascollege.ca.</p>