



Request for Exceeding the BA degree credit limit

Please carefully review the Exceeding the BA degree credit limit policy before submitting your request.

This form must be returned to adviser.arts@mcgill.ca from your McGill email account with the SUBJECT line: EXCEEDING 120-CREDIT-DEGREE PLANNING WORKSHEET - YOUR NAME AND MCGILL ID NUMBER

NAME: _____

STUDENT NUMBER: _____ MCGILL CGPA: _____

1) Please select your degree and year of study:

- checkbox Bachelor of Arts U2
checkbox Bachelor of Arts U3
checkbox Bachelor of Social Work U2
checkbox Bachelor of Social Work U3

2) What are the current McGill Programs of study (Honours/Majors/Minors) on your Minerva record?

NOTE: You must select at least two different programs (i.e. at least one Major Concentration/Honours and one Minor Concentration) in two different academic departments/units and enter these programs of study on Minerva.

Please note that your Minerva record must accurately reflect the programs of study you intend to complete. If the programs on your Minerva record are not accurate, please explain why.

NOTE: You should have a substantial number of credits successfully completed in any new program you are requesting to complete.

Four horizontal lines for providing program details.

3) List the name and Department of each departmental program advisers you consulted in order to plan the courses you need to complete for your request to exceed credits. (See https://www.mcgill.ca/oasis/advising/departmental-advising-information)

NOTE: It is your responsibility to ensure that you are completing the program requirements for your programs of study in order to graduate. (See https://www.mcgill.ca/oasis/students/graduating)

Four horizontal lines for listing departmental program advisers.

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4) Provide a statement explaining why you are exceeding the minimum credit requirement for your degree and indicate the number of additional credits you are requesting to complete. Be specific about why you are exceeding the credit limit (i.e. completing program requirements because of a change of program) and explain your rationale for this academic plan.

6) Have you met with an Arts OASIS [Faculty Adviser](#) to discuss your request to exceed the BA degree credit limit? If yes, please indicate the name of the person you met.

- Yes, I have met with _____
- No

Please complete the submission of your request by confirming the statements below.

- I understand that if my request is approved, a DA Hold will be added to my Minerva record (Associate Dean Hold). This notation indicates that you have received permission to exceed the degree credit limit and you are permitted to complete the required course(s) you listed on the Arts OASIS Degree Planning Worksheet. ***This hold does not prevent registration and does not appear on official transcripts.***
- I authorize Arts OASIS to enter the correct term of graduation on my Minerva record.
- I understand that permission to register for elective courses, **after exceeding the minimum credit requirement**, will be granted **only if the department administrating the course determines there is space in the course.** Approved elective courses will be 'E' flagged for no credit and will not count towards your TGPA/CGPA at graduation. Full-time status will not be impacted by the E-flagging of courses.
- I understand that it is my responsibility to update my Minerva record to reflect my programs of study.
- I understand that I must confirm the requirements of each program with a [Departmental Program Adviser](#) and if my academic plan changes, I must forward a copy of my revised degree plan to the Associate Dean (Student Affairs) (assistant-adstudents.arts@mcgill.ca) for approval.
- I understand that this request will be submitted to Arts OASIS for review and a reply will be emailed to my McGill email account.
- I have consulted the instructions and completed the Degree Planning Worksheet below. (See <https://www.mcgill.ca/oasis/academic/degree-planning-guide>)

December 21, 2021

Faculty of Arts OASIS – Bachelor of Arts – Degree Planning Worksheet

Name		Student ID	
Date		Signature	

Advanced standing (AP, IB, Fr. Bac, CEGEP credits):	
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	Major Con; Hon; Jnt. Hon; Faculty	Major Con; Jnt. Hon; Minor Con.	Minor Concentration	Minor Concentration	Electives
Term	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					

	Major Con; Hon; Jnt. Hon; Faculty	Major Con; Jnt. Hon; Minor Con.	Minor Concentration	Minor Concentration	Electives
Term	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)
Summer					
Fall					
Winter					
Summer					
Fall					
Winter					
Summer					
Fall					
Winter					