Mills College – M Center – Academic Records
Undergraduate Credit Value Change Form

1. Only courses with1 semester course credit are eligible for credit value changes.
2. A standard 1 credit course usually meets for 150 minutes per week.
3. Any other variation in course credit from what is listed in the catalog for graduate or undergraduate courses requires an Independent Study form.
4. This form cannot be processed if it results in an academic overload (see catalog for maximum course loads).
5. Submit this form to the M Center by the following deadlines:
   Increased credit: Add deadline
   Decreased credit: Drop deadline
6. Please note that any increase or decrease of credit may have an impact on tuition and financial aid. Also note that the maximum credit load for undergraduates is 5 credits per term. If this petition will create an overload you must petition the ASC for approval before this form can be processed.

SECTION I

Name: _____
Last First M.I.

Mills ID: _____ Term/Year: _____

SECTION II

_____ _____
Increase credit by Decrease credit by

_____ _____ _____ _____ _____
CRN Dept Number Title Total credit for course

SECTION III

In consultation with the instructor for the academic course, describe in the space below the proposed adjustment to the work required which is in addition to or less than the normal work load for the course:

_____

_____

_____

_____

_____

_____

SECTION IV

Please obtain the signatures listed below.

Student Signature: _____ Date: _____

Instructor Signature*: _____ Printed Name: _____

***** My signature indicates my approval of the addition or subtraction of coursework as outlined in Section III.

M Center Use Only: Processed by: _____ Date: _____ CRN: _____ XL: _____ ☐ SFAREGS Notes: _____