



Excess Credit Hours Appeal Form

Name		UCF ID	
------	--	--------	--

In 2009, the Florida Legislature implemented [Section 1009.286, Florida Statutes](#) to encourage students to complete their baccalaureate degree as quickly and efficiently as possible and established an Excess Credit Hour Surcharge. The bill requires universities to add a surcharge to each credit hour taken in excess of the total number of credit hours required to complete the degree being pursued. According to the Statute, only the course circumstances listed below qualify to be waived from a student’s excess hours counter.

Deadline: Appeals of the initial counter determination must be received by the end of your first term at UCF, no exceptions. Appeals of credit hours added to your counter after enrollment must be submitted within six months of the course being taken.

To Appeal Excess Credit Hours:

1. Review the [Excess Credit Hour Surcharge webpage](#).
2. Check your Excess Credit Hour Counter at [myUCF](#) > Student Self Service > Student Center > “Other Academic” (via select menu) > Excess Hours.
3. Complete this form. List the course(s) you are requesting to have reviewed and indicate the exemption circumstance that applies below.
4. Provide any supporting documentation.
5. Email the form to excesshours@ucf.edu.

	Credits earned through an articulated accelerated mechanism such as AP, IB, AICE, or dual enrollment		Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps (ROTC) program
	Medical withdrawals and late drops		Remedial credit hours
	Credit hours required for certification, recertification, or professional certificate programs. Please note, if you are also pursuing a bachelor’s degree, an Undergraduate Certificate is considered a complementary program to your bachelor’s degree. Therefore, the classes for a certificate do count towards excess hours.		Credit hours earned through internship programs
	Credits taken while active-duty military (submit a copy of DD-2014 or current active-duty orders)		Other (Additional explanation required)

Please list the courses and terms as displayed on your Excess Hours counter:

Student Signature

Date