

**Mills College – Academic Records  
Undergraduate Credit Value Change Form**

**MILLS**

1. Only courses worth 3.0 or 4.0 semester course credits or higher are eligible for credit value changes.
2. A standard 3.0 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 Academic Records 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 18.0 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**

Mills ID: \_\_\_\_\_ Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Term/Year: \_\_\_\_\_

**SECTION II**

\_\_\_\_\_                      \_\_\_\_\_  
 Increase credit by              Decrease credit by

CRN	Dept.	Number	Title	Total credit for course
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**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. If additional space is needed please attach a separate page.

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**SECTION IV**

**Please obtain the signatures listed below.**

Student (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor (Print): \_\_\_\_\_ Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* My signature indicates my approval of the addition or subtraction of coursework as outlined above.

**Academic Records Use Only:**  SFAREGS      CRN: \_\_\_\_\_ XL: \_\_\_\_\_  
 Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_