

Credits Earned in Excess of Degree Requirements

Many people complete more credits than were necessary for the granting of their Bachelor's Degree and/or Master's Degree. These "excess credits" can be used towards their BA + 30 and BA + 60 differentials. However in order to use these credits towards the differentials you will be required to get a letter from your university or college.

The letter must:

- Be on the Letterhead of the university/college.
- Clearly state the number of credits required for the degree.
- Clearly state the number of credits earned by the student.
- Clearly state the number of credits earned in excess of the degree requirements.
- Be signed by the Registrar of the university/college.
- Be stamped with the raised seal of the university/college.

The text of the letter should follow this sample as closely as possible.

To whom it may concern:

The Bachelor of Arts Degree at the University of Life requires a student to earn 120 credits. John Doe earned 150 credits while in attendance at the University. Therefore, he has 30 credits in excess of the requirements for the degree.

Signed,

Dr. Differential Increase

Registrar

