

REQUEST TO ENROLL IN EXCESS HOURS

The student will submit this request to the Associate Dean of Academic Affairs when the proposed enrollment does not come within the following policy approved by the faculty July 27, 1978.

"No student shall be permitted to carry more than the regular number of hours scheduled for the first-year class, nor more than 16 hours in any fall or spring semester as an upperclassman, nor more than 6 hours in any summer session."

WEB REGISTRATION INSTRUCTIONS FOR EXCESS HOURS APPROVAL

1. The student **must** have approval for excess hours **before** registering.
2. The student should proceed to register for all classes except the class(es) that will put him/her at excess hours. To minimize the student's chances of being shut out of a desired class, the student should designate as the class that will put him/her at excess hours the one he/she is least concerned about getting.
3. If the student wishes to change his/her class schedule by adding a different excess hours course(s), then the student must return to the Dean's Office, change the excess hours form, and request approval for the new course.

STUDENT: _____ WIN: W _____

EXPECTED GRADUATION DATE: _____ HOURS COMPLETED: _____

G.P.A. IS _____ AS OF _____ SEMESTER, 20_____

DO YOU CURRENTLY WORK? _____ IF SO, HOW MANY HOURS PER WEEK? _____

CRN	COURSE NAME	CREDIT HOURS
TOTAL HOURS:		

EXCESS HOURS:		
TOTAL HOURS:		

STATE THE REASONS FOR THIS REQUEST, ON BACK OF THIS PAGE.

REASONS FOR THIS REQUEST

Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á
Á

Signature of Student

Date

_____ APPROVED _____ DISAPPROVED

Administrative Signature