

## Academic Load Policy Exception Request

As outlined in the Graduate Bulletin, graduate students may not enroll for more than 15 graduate credits in the fall or spring semester or for more than 15 credits in the two summer sessions combined. All courses beyond the 15 credit hour limit require a Drop/Add correction card signed by the department chairperson. Graduate Students requesting an exception to this policy must complete this form, obtain the required signatures, and submit the form and drop/add card(s) to the College of Graduate Studies at the address below. If approved by the Dean of the College of Graduate Studies, the form and drop/add card(s) will be forwarded to the Registrar's Office and your course registration will be processed.

PRINT or TYPE

Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Local address: \_\_\_\_\_  
City State/Country Zip/Postal Code

Contact Information: \_\_\_\_\_  
Email Phone

Cumulative grade point average: \_\_\_\_\_ Current semester:  May  August  December Year: \_\_\_\_\_

If an exception is granted, total number of credit hours for this semester: \_\_\_\_\_ graduate credits \_\_\_\_\_ undergraduate credits

### Courses beyond the credit hour limit

List the course designator, course number and course reference number (CRN - e.g.: ENG 510, CRN 55555) of each course beyond the allowed 15 credit hours. Remember to submit a Drop/Add card for each course.

Department/Course Number: \_\_\_\_\_ Course Reference Number: \_\_\_\_\_

Department/Course Number: \_\_\_\_\_ Course Reference Number: \_\_\_\_\_

Department/Course Number: \_\_\_\_\_ Course Reference Number: \_\_\_\_\_

Student: \_\_\_\_\_  
Signature Print Name Date

APPROVE DENY

Graduate Advisor: \_\_\_\_\_  
Signature Print Name Date

College of Graduate Studies Dean: \_\_\_\_\_  
Signature Print Name Date

### OFFICE OF THE REGISTRAR USE ONLY

Courses added by: \_\_\_\_\_ Comment Code added to AC: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Registrar's Office, College of Graduate Studies, Department, Advisor, Student