REQUEST FOR A CREDIT INCREASE*

Complete this form ONLY IF you are trying to register for five courses of three or more credits (and required 1 to 2 credit courses) and need more than 17 credits, if you are an Arts student, or 19 credits, if you are a Sciences student. Complete this form PRIOR to your assigned registration time, have your advisor sign it, and submit it to OUS (SAC 107). You will be notified whether your request has been granted.

If your cumulative GPA is at least 3.0 and you would like to take a SIXTH COURSE, you do NOT need to complete this form. After the registration period has ended, the Registrar will increase the credit limits for all students with a cumulative GPA of 3.0 or higher to 19 for Arts and 21 for Sciences students.

If your cumulative GPA is under 3.0, but you have senior status and would like to petition to take a sixth course to fulfill graduation requirements, do not use this form. Instead, complete the Request for Permission to Overload form.

Name________________________ Student ID__________________

LAST FIRST M.I.  

Email_________________________ Phone_____________________

GPA _______Major_________________________ Semester/Year of Increase_____________________

Please list all courses for which you are planning to register, including those that are less than three credits:

Course_________________________________________ Credit Hours______
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Course_________________________________________ Credit Hours______

Total Credit Hours_______

In NO case will permission be given to take a seventh course of three credits or more or to carry more than 21 credits.

NOTE: THIS PERMISSION TO INCREASE CREDITS DOES NOT REGISTER YOU FOR THE REQUESTED COURSES.

Assistant Dean’s signature is only required if you have senior status but your cumulative GPA is under 3.0.

Assistant Dean Signature______________________________________ Date_____________________

*Please allow a minimum of 48 hours for processing.

Aug 2018