Excess Credit Waiver Policy  
March 17, 2008

Undergraduate students who wish to enroll in more than eighteen credits during a regular semester must have their Dean’s permission to do so and pay excess tuition for those credits on a per credit basis.

The following students and/or courses are exempt from excess tuition obligations:

1. Honors, Hogan Entrepreneurial Program, and Comprehensive Leadership students and courses.

2. Pathways courses.

3. ROTC courses.

4. Courses in service to the University, such as NCAA athletics teams, debate, choir, musical ensembles, theatre production labs, The Bulletin, etc.

5. Private lessons in Music.

6. Individual exceptions may be made only with the approval of the Academic Vice President through a written appeal process.

Revised 3/17/08
PETITION FOR WAIVER OF EXCESS CREDITS CHARGE

All undergraduate students who wish to enroll in more than eighteen credits during a regular semester must receive academic permission to do so. This permission must be obtained from the Dean of the School/College in which you have declared your major by completing an Excess Credit Authorization Form. Students are expected to pay the relevant excess tuition for the additional credits.

If permission to exceed the credit limit is granted and you wish to petition for an excess credit fee waiver, please attach a copy of the granted Excess Credit Authorization to this form prior to submission to the Academic Vice President’s Office. The Academic Vice President’s Office will review your petition and will notify you once the decision has been made. You can then pick up the form and, if applicable, take it to Student Accounts where adjustments will be made to your Student Account.

Name: _______________________________ ID No.: ___________________

Phone: ______________________________ E-mail: ___________________

Semester/Year of the requested waiver: __________________

Number of credits for which you are requesting this waiver: __________

Major: ___________ Second Major: ___________ Minor: ___________

Clearly explain why the extra credit hours are necessary:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature: _______________________________ Date: ________________

AVP: _______________________________ Approved ____ Denied ____ Date: ____________

Revised 3/17/08
EXCESS CREDITS AUTHORIZATION FORM

Ordinarily a full time student is allowed to take a maximum of 18 credits a semester. Students in good academic standing may petition to take more than the maximum eighteen credits. Requests to take credits in excess of 18 must be submitted to the Dean of the School in which you have declared your major. If permission is granted, corresponding tuition charges will be added to your student account.

Student Signature

Name ______________________ ID Number __________ Local Phone __________

Semester ______ Year ______ G.P.A. ________ E-mail ______________________

LIST BELOW YOUR CLASS SCHEDULE FOR THE SEMESTER:

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT</th>
<th>COURSE #</th>
<th>SECTION #</th>
<th>CREDITS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIST BELOW EACH CLASS YOU WISH TO OVERLOAD:

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT</th>
<th>COURSE #</th>
<th>SECTION #</th>
<th>CREDITS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF CREDITS ______

Clearly explain why the extra credit hours are necessary:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SIGNATURE OF ADVISOR: ____________________________

SIGNATURE OF DEAN: ____________________________

Revised 4/02/08