# ADDITIONAL SEMESTER HOUR REQUEST

Maximum Full-Time Course Load: 17 semester hours (whether credit or non-credit)

Pending the advisor's approval, a student with a minimum cumulative GPA of 2.50 may take additional semester hours, ordinarily not to exceed a maximum of 21 semester hours.

**IMPORTANT FINANCIAL INFORMATION:**

1. Students on the Dean's List may enroll in an additional three- or four-credit hour course free of additional charge beyond the full-time tuition rate. Any hours in excess of 21 would be charged at the current per-credit-hour rate. Details on Dean's List policies and tuition rates are available on the College website.

2. Students whose program plans allow additional semester hours are not charged for those hours as defined in the program plan. Students should consult their program plans and faculty advisors as needed.

3. All other students are responsible for payment of additional tuition for any semester hours in excess of 17. See the website or consult the Office of Student Accounts for information on tuition rates.

---

**Name:** _____ _____ _____ _____
**Last** **First** **Middle** **Date**

**SSN:** _____-_____-_____ OR **Student ID #**: _____

**Address**: _____ _____ _____ _____
**Apt #; Number & Street** **City** **State** **Zip**

**Reason for Request**: _____ **Total Credit Hours for the Semester**: _____

I, the student, understand and agree to all terms listed above. _____ _____
**Student's Signature** **Date**

---

**APPROVAL:**

_____ _____
Advisor's Signature Date

If you are a participant in the HEOP or Vision Programs, your HEOP/Vision Advisor's signature is also required:

_____ _____
HEOP/Vision Advisor's Signature Date

**FOR REGISTRAR'S OFFICE USE ONLY:**

Processed by: _____ Date: _____

addtl.hours.request
Office of the Registrar
03/13