

Permission to Exceed Term Credit Limit

In any fall or spring semester, a **full-time** student may not enroll in courses totaling more than fifteen (15) credit hours and a **part-time** student may not enroll in courses totaling more than eleven (11) credit hours without prior permission of the Associate Dean for Academic Affairs. In any summer semester, except for a seven-credit Clinic or an eight-credit Externship, a student (full-time or part-time) may not enroll in courses totaling more than six (6) credit hours without prior permission of the Associate Dean for Academic Affairs, and a student enrolled in a seven-credit Clinic or an eight-credit Externship may not enroll in additional courses. The maximum number of credit hours that may be awarded with permission in any one semester is eighteen (18). See Section 2.1 of the *Student Handbook, Volume I*.

Please include a copy of your unofficial transcript when requesting the Associate Dean's signature on this form. Your unofficial transcript can be found in myUDC under Banner Self Service. The approved course(s) will be added to your schedule by the Registrar's Office. This form must be submitted to the Registrar's Office before the end of the Add/Drop period.

Name: _____ Student ID: N _____

Class of: _____ Full-time [] Part-time [] Semester: _____ Year: _____

Courses in which you are already enrolled:

Course Title	Section		Credits
Total Credits Already Enrolled:			

Course(s) you are proposing to add:

Course Title	Section	CRN	Credits
Total Credits to be Added:			
Total Number of Semester Credits Requested:			

I hereby request permission to exceed the term credit limit because:

Student: _____ Date: _____

Assoc. Dean for Academic Affairs: _____ Date: _____

Approved: _____ Not Approved: _____ For Registrar's use: _____ Date received: _____ Entered []