

**CENTRAL MICHIGAN UNIVERSITY
REQUEST FOR AN EXCEPTION TO THE ACADEMIC LOAD POLICY
FOR UNDERGRADUATE STUDENTS**

PLEASE COMPLETE THIS FORM AND TAKE IT TO THE APPROPRIATE DEAN'S OFFICE

POLICY: Effective with the Fall 2004 semester, no undergraduate student will be permitted to enroll in more than 21 credit hours per semester.

A student should submit this form only in cases where they feel they have a real extenuating circumstance. The form should be submitted to the dean or his/her designee of the college overseeing their major(s) or minor(s). Students without a signed major/minor or intent to major should not pursue this exception. **Write your rationale for this request and attach it to this form, along with a copy of your current class schedule.**

Student Name: _____ Student Number: _____

Local Address: _____

Local Phone Number: _____ E-mail Address: _____

Total Semester Hours Enrolled: _____ Cumulative GPA: _____

Current Semester/Year: _____

If exception is granted, total number of hours for this semester: _____

The student must list the course designator, course number and the section number of course(s) being requested for the exception (e.x.: ENG 101, Section # 22019999). If the course is closed, the student may not be registered in the course unless they are given special permission by the chairperson of the department offering the course. In these cases, the student would need to secure a Drop/Add Correction Card signed by the chairperson and submit it with this approved exception form.

Department/Course Number: _____ Section Number: _____

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Department/Course Number: _____ Section Number: _____

Student Signature _____ Date _____

Approved Signature
Dean/Designee: _____ **Date:** _____

Note: The Dean's Office will be notified when this is processed.

OFFICE OF THE REGISTRAR USE ONLY

Course added by: _____ Comment Code Added to Notes: _____ Date: _____

Rationale For Exception