

CENTRAL MICHIGAN UNIVERSITY
EXCEPTION REQUEST TO THE ACADEMIC LOAD POLICY
for Undergraduate Students

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

PLEASE **COMPLETE THIS FORM AND RETURN IT TO** the *Center for Leisure Services Office in Finch 109* (RPL Dept) TO OBTAIN DEPARTMENT SIGNATURES AND THEN FORWARD (along with '*bump card*' for course indicated below and *applicable semester's class schedule*) TO THE EHS DEAN'S OFFICE FOR APPROVAL AND FORWARDING TO THE REGISTRAR'S OFFICE FOR PROCESSING.

A student should submit this form ONLY in cases where they feel they have a real extenuating circumstance. The form should be returned to the Center for Leisure Services Office (Finch 109) within the Department of Recreation, Parks, and Leisure Services Administration in which you signed your major. Students without a signed major/minor or intent to major should NOT pursue this EXCEPTION. On the back of is a generalized rationale for this request -- add further rationale if desired and attach a copy of your class schedule for the semester in which this EXCEPTION request applies documenting your enrollment for the semester in which this EXCEPTION request is being made. (*please print clearly*)

Student Name: _____ CMU ID# _____

Local Address: _____

Local/Cell Phone Number: _____ Email Address: _____

Total Credit Hours Earned to Date: _____ Cumulative G.P.A.: _____

Semester for which request is made (*circle one*): Spring 20 _____ Summer 20 _____ Fall 20 _____

If this EXCEPTION is granted, indicated the total enrolled number of credit hours for this semester: _____

The student must list the course designator, course number and 'course reference number' of course(s) being requested for the EXCEPTION (e.g., RPL 320A, CRN 22004500). **This form MUST be SIGNED by the Student and RPL Chairperson** prior to submission to the EHS Dean's Office for final approval. Plus, a **Drop/Add Card must be completed** and signed by the student and RPL Chairperson and attached to this EXCEPTION form before sending this request to the EHS Dean's Office.

Department Designator & Number _____ Course Reference Number _____

Department Designator & Number _____ Course Reference Number _____

Student Signature _____ Date: _____

RPL Chairperson's Signature _____ Date: _____

EHS Dean's Signature _____ Date: _____

NOTE: The Dean's Office will be notified when this request is processed

OFFICE OF THE REGISTRAR USE ONLY

Courses added by: _____ Comment Code Added to AC: _____ Date: _____

I am currently at the point of my academic career where I must perform an internship through the Department of Recreation, Parks, and Leisure Services Administration to complete my degree requirements.]

Thus, I must register for credit hours above the 21 hour credit limit to complete my degree requirements and be able to graduate.