



Global Campus

# REQUEST FOR AN EXCEPTION TO LIMIT ON UNDERGRADUATE ACADEMIC LOAD

An undergraduate student may not enroll in more than 21 credits during any of the following periods: January 1 – May 15; May 16 – August 15; August 16 – December 31. This includes on-site class formats and CMU Online courses and any combination of the two delivery formats. (For all courses, the ending date of the course will determine into which registration period the course falls.) Exceptions to this credit hour limitation require approval of the academic advisor and the Vice President/Global Campus (or designee) and will be granted for extenuating circumstances only.

**Directions:** Complete all information requested below. Be sure to list ALL classes in which you will be enrolled if the credit hour limit exception is granted. Provide a detailed explanation for why you believe an exception should be granted. Submit a completed form to your academic advisor or program center who will forward the form to the appropriate office for a decision.

NAME <i>(Last)</i> <i>(First)</i> <i>(Other)</i>			CMU STUDENT ID No.
PRESENT ADDRESS <i>(Street)</i> <i>(City)</i> <i>(State)</i> <i>(Zip Code)</i>			
GLOBAL CAMPUS CENTER		ACADEMIC ADVISOR'S NAME	REGISTRATION PERIOD IN WHICH EXCEPTION TO 21 CREDITS IS REQUESTED <input type="checkbox"/> Jan. 1 – May 15; <input type="checkbox"/> May 16 – Aug. 15 <input type="checkbox"/> Aug. 15 – Dec. 31
TOTAL NUMBER OF CREDITS PLANNED FOR THIS REGISTRATION PERIOD	CURRENT GPA	PREVIOUS REQUESTS FOR EXCEPTION TO LIMIT <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	DAYTIME PHONE NUMBER
DATE	STUDENT'S SIGNATURE		
APPROVED*	DENIED	DATE	SIGNATURE
			ACADEMIC ADVISOR
			VICE PRESIDENT/GLOBAL CAMPUS OR DESIGNEE
COMMENTS FROM VICE PRESIDENT/GLOBAL CAMPUS (OR DESIGNEE):			

\* **Note:** Approval to enroll in excess credit hours does not imply all courses have been approved on the student's program plan. The student is responsible for all prerequisites and policies governing course enrollments.

ON A SEPARATE SHEET PROVIDE YOUR RATIONALE FOR THIS REQUEST TO EXCEED THE MAXIMUM ACADEMIC LOAD.

List **ALL** courses in which you plan to be enrolled when the 21 credit maximum load will be exceeded.

COURSE	DAY	START DATE	END DATE	CENTER ( <i>Location</i> )