

Undergraduate Student Request for Credit Hour Increase

An undergraduate student may not enroll for more than 21 credit hours in a semester unless the student is granted permission to do so by the student's academic advisor and dean or the dean's representative.

STEP 1 – To be completed by student

Name: _____

WID #: _____

Major: _____

Cumulative GPA: _____

Credit Hours Completed Last Semester: _____

Anticipated Date of Graduation: _____

Credit hours increase request for which term: **Fall 20**____ **Spring 20**____ **Summer 20**____

Courses enrolled in for the requested term:

Class # (5 digit)	Dept. (ENGL)	Catalog # (3 digit)	# of credit hours	Session/Meeting Times
Total Credits:				

Course(s) requesting to be enrolled in:

Class # (5 digit)	Dept. (ENGL)	Catalog # (3 digit)	# of credit hours	Session/Meeting Times
Total Credits:				

Briefly describe why you are requesting to enroll in more than 21 credit hours in one semester:

Student's Name _____ Date: _____

STEP 2 – To be completed by advisor

Advisor Recommendation: **Approve** **Approve with Reservation** **Do Not Approve**

Comments: _____

Advisor's Name _____ Date: _____

STEP 3 – To be completed by Dean's Office

Dean's Approval: **Approved** **Denied**

Dean's e-Signature _____ Date: _____

Submit completed form to artsci@ksu.edu to be considered for approval