



Off-Campus Programs

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/ Executive Director of Off-Campus Programs (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.

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|---|-------------------------|---|--|
| 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> | | | |
| OFF-CAMPUS PROGRAMS PROGRAM 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/EXECUTIVE DIRECTOR OR DESIGNEE |

COMMENTS FROM VICE PRESIDENT/EXECUTIVE DIRECTOR (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.

