

## Petition to Exceed Semester Credit Limit

School policy prohibits students from registering for more than 15 credits in either fall or spring semesters. See [Catalog 1.07 F.a.](#) On a showing of extraordinary circumstances and only with advance permission from the Vice Dean for Academic and Faculty Affairs, a student may register for up to 17 credits in a fall or spring semester. The Vice Dean for Academic and Faculty Affairs will rarely, if ever, determine that additional credit is justified.

The financial cost associated with spending an additional semester or semesters in school does NOT constitute an extraordinary circumstance. The desire to graduate "early" – i.e., in less than the number of semesters that the program in which the student is enrolled ordinarily requires – does NOT constitute an extraordinary circumstance.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: 20\_\_\_\_ GPA \_\_\_\_\_

Please provide a detailed explanation of why you require an exception to the maximum credit rule, including 1) which additional course or courses you would take and why; and 2) how you plan to manage your other professional and personal obligations to allow you satisfactorily to complete the in-class and out-of-class work that each credit requires over the course of the semester. You should expect to spend approximately 42.5 hours of in-class and out-of-class work per credit during the semester.

Enter Courses in which you are currently registered	Start Date	End Date	Credits

I request to add the following course that will exceed the 15 credit semester limit. Instructor approval required if course has started.

Instructor Initials	Course #	Section #	Course Name	Credit(s)
_____	_____	_____	_____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to the Registrar's Office (registrar@mitchellhamline.edu or Room 119)**

Office use only

Vice Dean Approval \_\_\_\_ 17 \_\_\_\_ 16 \_\_\_\_ Not approved Signature: \_\_\_\_\_

Date received: \_\_\_\_\_ Completed by: \_\_\_\_\_