REQUEST TO OVERRIDE UNIVERSITY’S CREDIT HOUR LIMIT POLICY
(MORE THAN 18 HOURS)

Purpose: For use by students who would like to take 18 or more hours of course credits during the semester.

I am requesting a waiver of the credit hour limitation requirement for the □ Fall □ Spring. I have discussed the request with my advisor/chairperson. This exception to the policy is necessary because (be specific):

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________

I understand that the increased credit hour load could have a negative impact upon my cumulative grade point average. I assume full responsibility if my grade point average drops to the point that my future as a student at Hampton University is in jeopardy. In addition, I understand there is an additional fee for each credit hour beyond 17 credits.

MAJOR ______________________   __________________________________

CUM. GPA _________

TOTAL SEM. HRS. EARNED ______

HUID NUMBER ________________ ______________________________________

______________________________________________________________________________

Signature of Student

Name of Student (Print)

Student’s Phone #

I authorize up to _______semester hours total for □ Fall □ Spring semester of _______

______________________________________________________________________________

Advisor ______________________ Date __________________

Department Chairperson __________________ Date __________________

School Dean __________________ Date __________________

Provost __________________ (Required for 20 or more hours of credit) Date __________________

(Please make and keep a copy of this form for your records. Attach a copy of your Course Request Form. Return the original to the Office of the Registrar.)

Revised 2/2/18