

# COLLEGE OF ARTS & SCIENCES

## CREDIT HOUR LIMIT EXCEPTION REQUEST

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(Nine digit number on Student ID)

Major: \_\_\_\_\_

*(Note: You will be contacted via your **UK email address** when a decision has been made. Please allow a week for request to be reviewed.)*

**If you are a SENIOR please answer the questions below:**

1. What is your expected semester of graduation?      Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_
2. Have you applied for graduation?                      Yes    No
3. Have you checked your electronic degree audit (APEX)?    Yes    No

*If no, this request will not be reviewed.*

*Please be prepared to discuss your degree audit review.*

**I am requesting an increase in credit hours for the following term (circle one):**

Fall      Winter Intersession      Spring      SS4Wk      SS8Wk

**Number of credit hours currently enrolled in for the above term:** \_\_\_\_\_

**Number of additional credit hours being requested:** \_\_\_\_\_

**Class(es) you are requesting to add – Please write SPECIFIC class(es) with course prefix and section number. This information is required.**

\_\_\_\_\_

My reasons for requesting an exception to the maximum credit limit are:

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

<b>(For Office Use Only)</b>	
<b>Cumulative GPA:</b>	
<b>Action:</b>	<b>Approved      Denied</b>
<b>Comments:</b>	
<b>Action taken by:</b>	<b>Date:</b>