

## Request to Exceed Maximum Hours in a Term

**Purpose:** This form is only for undergraduate CSH students who wish to enroll in more than 21 credit hours in a term or more than 9 credit hours per summer session.

DePaul ID number: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

**Please initial next to each condition:**

- \_\_\_\_\_ You must have a minimum GPA of 3.0.
- \_\_\_\_\_ You must have earned at least 44-credit hours.
- \_\_\_\_\_ You must have successfully completed four (16 hours) courses at DePaul in any previous quarter.
- \_\_\_\_\_ You understand there is a per-credit charge for an excess load over 18 quarter hours (excluding summer).

**Course Information:**

<i>Department</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Class Number</i>	<i>Term and Year</i>

Please briefly state why you want to take the additional course(s).

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- Your request will be reviewed with your academic advisor in light of the above conditions and your academic history.
- You will be notified of the decision via e-mail to the email address indicated above.
- An approved request does not guarantee enrollment into a closed class.

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

\*\*Return completed form to [CSHAdvising@depaul.edu](mailto:CSHAdvising@depaul.edu)\*\*

(FOR OFFICE USE ONLY)				
Hours _____	GPA _____	Approved _____	Denied _____	Initials _____ Date _____