**REQUEST FOR PERMISSION TO EXCEED CREDIT HOUR MAXIMUM**

Please complete the greyed-out boxes by typing in the spaces or selecting the applicable response from the drop-down menus. Please note that the available space will expand as necessary to accommodate your response.

**Background Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | | **Memphis Email:** | |
| **Date:** | **Cum GPA:** | | **Last Sem GPA:** |
| **Credit Hours Completed Before this Semester:** | | | |
| **Credit Hours Enrolled in this Semester:** | | | |

**Governing Academic Regulation:**

Academic Regulation 5 limits the number of credit hours you may enroll in during each semester. The limit varies depending on the circumstances. Please read Academic Regulation 5 in full before submitting this request.

|  |
| --- |
| **Initial here to affirm you have read Academic Regulation 5:** |
| **For which semester do you wish to exceed the credit hour maximum?** |
| **Are you full-time or part-time?**  Full-time  Part-time |
| **Is your Cumulative GPA 2.5 or higher?**  Yes  No |
| **How many credit hours do you want to enroll in during the semester at issue?** |
| **Will you be enrolled in an externship during the semester at issue?**   Yes  No |

**Support for Request:**

Academic Regulation 5 places a default limit on the number of credit hours a student can take in a given semester based on an assessment of the work load a student can reasonably undertake successfully. When reviewing requests to exceed this limit, the focus will be on whether you are likely to be successful with the increased work load required by the additional credit hours.  As reflected in the Academic Regulation, one relevant point of information is your performance, as measured by grades, in previous semesters.  This includes both your cumulative GPA and whether your grades have improved, declined, or remained steady over time.  If your performance has declined, the following points of information may also be relevant:  the reason(s) for the decline; your willingness and ability to reflect meaningfully on the decline, both to identify the cause and to identify necessary corrective measures; and any corrective measures taken or anticipated. Inconsistent performance or consistent underperformance call for similar reflection.

With all of this in mind, please answer the following questions:

|  |
| --- |
| **Why do you wish to exceed the maximum credit hours permitted by Academic Regulation 5.1?** |
| **Which courses do you intend to take during the semester at issue? Please identify each course and the number of credit hours associated with each course.** |
| **Please use the space below to explain why you are likely to be successful with the increased work load. In doing so, please be sure to address your academic performance to date and the anticipated work load. Of course, you may also provide any additional information that you believe demonstrates your likelihood of success.** |