



Registrar  
registrar.mst.edu

## Authorization to Exceed Permissible Hours

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
300 West 13<sup>th</sup> Street  
Rolla, MO 65409-0930  
Phone: (573) 341-4181  
fax: (573) 341-4362  
registrar@mst.edu  
http://registrar.mst.edu/

The normal undergraduate schedule consists of not more than 19 credit hours. This form enables students to register for an excess schedule. Students should first register through Joe'SS for all but the credits in excess of the limit. Students may then register for excess course(s) via the Registrar's Office, 103 Parker Hall, by submitting this approved form prior to the close of the Open Registration Period. Students should expect to incur additional tuition charges when enrolling in additional credit hours. Payment and billing is handled by the Cashier's Office.

Space must be available in these course(s) to process the form (course cannot be full).

You may, with the permission of your advisor, take extra hours according to the following schedule:

- cumulative grade point average 2.50 or above - 1 extra hour**
- cumulative grade point average 2.75 or above - 2 extra hours**
- cumulative grade point average 3.15 or above - 3 extra hours**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Term:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_ **Hours Registered through Joe'SS:** \_\_\_\_\_

**Course(s) Requested That Exceed Hours Registered through Joe'SS:**

**Course #1:**

**Course #2:**

**Subject:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Catalog Number:** \_\_\_\_\_

**Catalog Number:** \_\_\_\_\_

**5-digit Class Number:** \_\_\_\_\_

**5-digit Class Number:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**Credit Hours:** \_\_\_\_\_

**Credit Hours:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Major Advisor Signature*

**NOTE:** If the request exceeds the allowable credit hours described in the above table, the student must petition his/her department chair.

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Department Chair Signature*