



# Authorization to Exceed Permissible Hours

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
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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 the balance of the courses at the Registrar's Office, 103 Parker Hall, by submitting this approved form prior to the close of the Open Registration Period.

Space must be available in these course(s) to process the form.

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**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Term \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Hours Registered through Joe'SS \_\_\_\_\_

### Courses Requested That Exceed Hours Registered through Joe'SS:

**Course #1:**

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

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

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

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

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

**Course #2:**

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

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

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

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

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