Authorization to Exceed Permissible Hours
Missouri University of Science and Technology
Office of the Registrar

The normal undergraduate schedule consists of not more than 19 credit hours, for the fall or spring semester, and 10 credit hours for the summer semester. This form enables students to register for an excess schedule. Students should first register through Joe’SSS 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’SSS __________________________

Courses Requested That Exceed Hours Registered through Joe’SSS:

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