Request for Permission to Enroll Part-Time or to Exceed Maximum Credit Load

In order to ensure that students in the School of Music, Theatre & Dance make satisfactory progress toward a degree, every student is required to enroll for and maintain a full-time load of credit hours unless otherwise approved by the appropriate Associate Dean of Academic Affairs. For an undergraduate student, a full-time load is defined as at least 12 hours in the Fall or Winter Term, or at least 6 hours in the Spring or Summer Half-Term. For a graduate student, a full-time load is defined as at least 9 hours in the Fall or Winter Term.

In order to ensure that students in the School of Music have sufficient time to do their best work, no undergraduate student may elect more than 18 hours in the Fall or Winter Term or 9 hours in the Spring or Summer Half-Term, and no graduate student may elect more than 18 hours in the Fall or Winter Term, except with the permission of the appropriate Associate Dean. An undergraduate student who elects more than 18 credit hours will be billed for additional tuition in accordance with University policies. There is no additional tuition charge for graduate students.

Any schedule change that will reduce the following number of hours, if enrolling part-time, or will further exceed the maximum load will require that a new form be completed and approved. Failure to submit this form may result in denial of permission to enroll in subsequent terms.

NAME:  
UMID:  
EMAIL:  

I request permission to enroll for the following courses totaling ____ hours during the circled term:

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
<th>SPRING TERM</th>
<th>SUMMER TERM</th>
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</table>

(Student Name) (Degree) (UMID)

(Email Address) (Date)

Projected Schedule of Classes and Credit Hours

Reason for Request:

☐ APPROVED ☐ NOT APPROVED  
( Academic Advisor) (Date)

☐ APPROVED ☐ NOT APPROVED  
( Associate Dean/School Registrar) (Date)