

To request permission to take 18 or more hours.

1.

The normal class load is 12-16 hours per semester in order to complete the minimum required 128 hours during a four-year period of study at Buena Vista University's Storm Lake campus. In unusual circumstances, a student may be permitted to take more than 17.5 hours. In such cases, an Academic Action is required with the academic dean making the final determination.

Additional fees will be assessed for anything beyond the 18th hour.

Name (print) First Middle Last Date

BVU ID# Class Box # Daytime Phone Number

Major(s) Minor(s) or Concentration(s) Secondary Certification

2.

I request permission to take _____ credits during the year of _____ and semester/term indicated below:

Semester: Fall Interim Spring Summer Pre-Session Summer 1 Summer 2

3. Briefly state rationale/justification for request: (May use back if necessary.)

4.

Option I must be indicated if additional permission is required (directed/independent study, class is full, e.t.c).
 Option II may be used only if there are seats available in the scheduled class.

I If approved, I will complete a Change in Registration form later to add _____ to the above term.

Department Number Course Title Credit Hours

II If approved, I request that the Registrar's Office add the class below to my schedule indicated above.

Department Number Course Title Credit Hours

4. The following signatures are required:

1. Student _____	Recommendation <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Date
2. Advisor _____		_____ Date
3. Dean of School _____		_____ Date

Return to the Registrar's Office

4. Academic Dean/Associate Dean _____ Approved Denied _____ Date

Comments:

