

Step by step guide on how to fill out the Request for Excess Hours form

1. Fill in all information in the top section of the form
2. In the “Proposed Course Load” section please provide information on ALL courses, not just the course(s) that will put you over the allowed credit amount (18 for fall and spring, 10 for summer)
3. Please provide your rationale for the hour overload in the next section
4. Speak with your current academic advisor about your proposed course load (if you have not already done so)
 - a. **They MUST fill in the “Advisor’s Recommendations” section and sign off on the document**
5. The last step is to turn in either the physical copy to Roy Blunt Hall 110 (CNAS Dean’s Office) or to scan and email a digital copy to CNAS@MissouriState.edu
6. At this point you will need to wait for an email informing you that you can register for the excess hours
 - a. **Please note that YOU must go into the registration system and register for the extra classes – this will not be done for you**

Please see the back of this form for an example of a completed form.

A form fillable PDF of the form may be requested by reaching out to CNAS@MissouriState.edu or by visiting:

https://science.missouristate.edu/_Files/REQUEST_FOR_EXCESS_HOURS_Fillable.pdf

REQUEST FOR EXCESS HOURS

_____ Semester, 20__

Full Name w/Middle Initial:_____M-Number: _____

Major:_____

Credit Hours Earned Prior to this Semester:_____

Overload Hours Being Proposed:_____

Previous Semester GPA: Cumulative GPA:_____

Proposed Course Load

| <u>Course</u> | <u>Number</u> | <u>Title</u> | <u>Semester Hours</u> |
|---------------|---------------|--------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please comment as to why you believe this overload is necessary:_____

Advisor’s Recommendations:_____

Advisor’s Signature:_____Date:_____