

1. To request permission to take 18 or more credit hours.

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 _____ Campus Box # _____ Daytime phone number _____

Major(s) _____ Minor(s) or Concentration(s) _____ Secondary Certification Yes No

2. Semester/Term

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

Semester: Fall Interim Spring Summer 1 Summer 2 Overlaps with _____ semester/term

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

4. Course information

Option **I** must be indicated if additional permission is required (directed/independent study, class is full, etc.).

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

5. The following signatures are required:

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

Return to the Registrar's Office

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

Comments:

Return this form to the Registrar's Office