Request for Extra Quarter Hour of Credit

Instructions:  
- Identify the course for which you are requesting an extra QH of credit and provide a description of the project.  
- Prepare this form in consultation with the supervising instructor and obtain approval.  
- Submit completed form to the Office of Academic & Student Support Services by the Saturday of the 2nd week of the term in which the course is held.

Student Name (Last, First, Middle):

Mailing address:

Student ID: __________  Current Program/Major: __________

Email address: __________  Primary Telephone Number: __________

Term for Request:  
- Fall  
- Winter  
- Spring  
- Summer  
- Session 1  
- Session 2  
Year: __________

I am requesting to take the following course with an extra quarter hour of credit:

Course #: __________  Course Title: __________  # of credits: __________

I am requesting to do the following project:

Title of Project: __________  If research paper, how many pages? __________

Description of project:  
type of project, 
learning objective, 
tasks to be done to complete project.

Instructor Name (Print): __________  Date: __________

Instructor Signature: __________

- I understand that if my request is approved, I will be registered for the extra quarter hour of credit as a separate course.  
- I understand that I will be billed accordingly.  
- I have read this agreement and understand that I must complete the work, as described above, by the last day of the term to receive an extra quarter hour of credit for this course.

Student Signature: __________  Date: __________

For office use only
Date assigned: __________  Assigned to: __________
Signature: __________  Date complete: __________  Petition:  
- Accepted  
- Denied  
Comments: __________