In exceptional circumstances and with the prior approval in writing of the instructor and the dean, a student may register for and earn an additional hour of credit in an upper-level undergraduate course within the College by doing a significant amount of extra work as assigned and supervised by the instructor.

The following criteria must be met in order to apply for an additional credit hour:

- Course must be offered by a department within the Columbian College of Arts & Sciences.
- Course must be considered upper-level (2000-4000).
- Instructor and student must agree upon and specify a significant amount of extra work.

Deadline: Friday of the 8th week of classes during the fall & spring semesters and by the Friday of the 4th week of the summer session in which the course is being taken.

Note: Note: Students attempting to register for 18 or more credits will be required to apply for a course overload through CCAS and will be subject to additional tuition charges per credit hour.

Submission of application does not guarantee approval.

Name: ___________________________ GWid: ___________________________

Last Name: ___________________________ First Name: ___________________________ M.I.: ___________________________

Daytime Phone: ___________________________ GW E-mail: ___________________________@gwmail.gwu.edu

The course gaining an additional credit hour for the ___________________________ semester:

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<th>CRN</th>
<th>SUBJEC</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
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<th>INSTRUCTOR NAME</th>
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Along with this request, submit a completed RTF (including instructor signature) with the course listed for 4 credits in the “Add” section and listed again for 3 credits in the “Drop” section.

**OFFICE USE ONLY**

Comments: ___________________________ Action Taken: ☐ Approved ☐ Denied

Instructor Name (print and sign): ___________________________ Date: ___________________________
Office of the Registrar
REGISTRATION TRANSACTION FORM
http://registrar.gwu.edu • registrar@gwu.edu

This form must be submitted to your academic advisor or program office for approval. Students should not submit this form to the Registrar’s Office.

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<th>GWid</th>
<th>LAST NAME</th>
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**ADD**

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<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>GRADE MODE*</th>
<th>INSTRUCTOR SIGNATURE</th>
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**DROP or WITHDRAW (please circle one)**

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**TIME CONFLICT APPROVAL**

- □ YES
- □ NO

**REPEAT COURSE FOR CREDIT**

- □ YES
- □ NO

**GRADE MODE OPTIONS:**
- A = AUDIT
- C = LETTER GRADE
- P = PASS/NO PASS (undergraduates only)
- R = CREDIT/NO CREDIT (graduates only)

**STUDENT LEVEL**

- □ UNDERGRADUATE
- □ GRADUATE
- □ OTHER

I request the above action be performed.

Student Signature  Date

**AUTHORIZED SCHOOL OFFICIAL USE ONLY**

- □ Prior to start of the semester  OR  Effective Date: ___ / ___ / ___

Signature:  Today’s Date:

Note: This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.