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 certain appropriate upper-division courses within the College by doing a significant amount of extra work as assigned and supervised by the instructor.  

Note: The 18th and all subsequent credit hours require additional tuition charges.

Deadline: All additional credit hour applications must be submitted to the Undergraduate Studies Office by the end of the 8th week of classes during the fall and spring and by the end of the 4th week of the summer session in which the course is being taken.

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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<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<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.

COURSE INSTRUCTOR

Additional work being completed:

Instructor Name (print and sign): ___________________________  Date: ________________

FOR OFFICE USE ONLY

Comments:  Action Taken:  □ Approved  □ Denied

Dean’s Signature: ___________________________  Date: ________________