

ADDITIONAL CREDIT HOUR APPLICATION

CCAS Undergraduate Studies Office
801 22nd St, NW
Phillips Hall 107
Washington, DC 20052
Phone: (202) 994-6210 Fax: (202) 994-6213



Arts &
Sciences

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 10th 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:

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Last Name First Name M.I.

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

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

| CRN | SUBJEC | COURSE NUMBER | SECTION | CREDITS | TITLE | INSTRUCTOR NAME |
|-----|--------|---------------|---------|---------|-------|-----------------|
| | | | | | | |

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

Please specify additional work being completed:

Instructor Name (print and sign): _____ Date: _____

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Comments: _____ Action Taken: Approved Denied

