



APPEAL TO REGISTER OVER THE CREDIT HOUR LIMIT

This form should be submitted to a student's assigned primary academic advisor when a student believes they have circumstances that warrant an exception to the credit hour limit. Students may not carry more than 18 credit hours in one semester (nor more than eight credit hours in one summer session) without approval of their academic dean's office. First-year students and sophomores ordinarily are not given permission to carry excess hours. Appeals will be reviewed based on students' academic necessity as well as academic success as measured by cumulative GPA.

Student Name: _____ LUC Student ID #: _____
Student Email: _____@luc.edu Major(s) & Minor(s): _____
Completed Credit Hours: _____ Cumulative GPA: _____
Requested Term: ☐ Fall ☐ Spring ☐ Summer / 20____ Internship or research course during term: ☐ Yes ☐ No

List all of the courses in which you plan to enroll during the requested term. Include the course abbreviation and the number of credits for each. *Example: UNIV 100 (1)*

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Total Credit Hours: _____

Provide a brief rationale for your appeal. First- and second-year students should attach an updated academic plan to this form in support of their appeal.

Student Signature _____ Date _____

For Office Use Only:

Date Received _____

Appeal Approved: ☐ Yes ☐ No

Reviewer Name _____

Max Hours in LOCUS Changed: ☐ Yes ☐ No

Date _____

Notes: