

## REQUEST TO ENROLL IN EXCESS HOURS

Permission must be granted from the Associate Dean for Academic Affairs or their designee to enroll in hours in excess of the policy noted at <https://www.washburnlaw.edu/policies/academic.html#credithours>

The student should register for all courses except the one that will put them at excess hours. To minimize the student's chances of being shut out of a desired course, the student should register for all the courses they are most concerned about getting into, with the delayed-registration excess-hours course being the course the student is least concerned about getting into.

ONCE this form is signed by the Associate Dean, it shall be presented to the Law School Registrar, who will then allow registration in the excess-hours course.

If the student later wishes to change their course schedule by adding a different excess-hours course, they must request approval for the new course from the Associate Dean.

STUDENT: \_\_\_\_\_ WIN: W \_\_\_\_\_

EXPECTED GRADUATION DATE: \_\_\_\_\_ HOURS COMPLETED: \_\_\_\_\_

G.P.A. IS \_\_\_\_\_ AS OF \_\_\_\_\_ SEMESTER, 20\_\_\_\_\_

DO YOU CURRENTLY WORK? \_\_\_\_\_ IF SO, HOW MANY HOURS PER WEEK? \_\_\_\_\_

CRN	COURSE NAME	CREDIT HOURS
TOTAL HOURS:		

EXCESS HOURS:		
TOTAL HOURS:		

**STATE THE REASONS FOR THIS REQUEST, ON PAGE 2.**

**REASONS FOR THIS REQUEST**

Signature of Student

Date

\_\_\_\_\_ APPROVED      \_\_\_\_\_ DISAPPROVED

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Associate Dean for Academic Affairs' Signature