



College of Arts and Sciences

Date: _____

TO: Mrs. Patricia J. Hutcherson
Acting Registrar

From: _____, Advisor (signature)
_____, Head (signature)

RE: *Excessive Hours*

I hereby recommend _____,
(Student's Name) **(Soc. Sec. No.)**

to take _____ semester hours during the _____ Semester.

This student has a cumulative grade point average of _____.

Reason for request:

Approved: _____ **Dean** _____ **Date**