



Credit Hour Increase Request

Students may not take more than 18 credit hours during a semester and 9 credit hours during the summer session, except with approval from the student’s academic advisor (catalog.unm.edu). The threshold for approval is a 3.0 Cumulative GPA with 30 completed credit hours.

Advisors will review:

- Information provided on this form
- Academic Record – history of course completion and GPA
- Transfer credit and grades if applicable
- Reasons for adding Late Start courses

Things to consider:

- Requests above 24 credit hours will require an advisement visit
- Notification of approval or denial will be sent to UNM E-mail
- Students must register for the course(s) upon approval
- Additional tuition and fees may be charged according to the University’s policy

Student Information	
Name: _____	Major: _____
UNM ID #: _____	Phone #: _____
UNM E-Mail: _____	Hours a week you work: _____
Requested Session: Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Is this to add a Late Start Course? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Course(s) requesting to add (example PSY 105):	Credit Hours (example 3):

Reason for the request:

I understand all the information above and accept full responsibility for any and all consequences to my enrollment decision. I further understand that I should seek advisement if I am concerned or have questions about registering above the credit hour limit.

Student Signature

Date