



Credit Hour Increase/Decrease Approval Requirements

for Full Semester Courses — Summer 2020

Deadlines for increasing/decreasing credit hours of variable credit classes

Increasing Credit Hours of Variable Credit Classes*

*Variable credit classes are classes that can be taken for a range of credit hours

REQUIREMENTS FOR DECREASING CREDIT HOURS ARE ON PAGE 2

| School | Level | Through June 8 | June 9 — June 15 | June 16 — July 24 |
|--------------------------------------|---------------|------------------------|--|---|
| Applied English Center | All | Dean approval | Instructor & Dean approval | Instructor & Dean approval |
| Architecture & Design | All | None. Available online | Instructor, Advisor & Dean approval | Instructor, Advisor & Dean approval |
| Business | All | None. Available online | Instructor, Advisor & Dean approval | Instructor, Advisor & Dean approval |
| College of Liberal Arts & Sciences** | All | None. Available online | Instructor approval required. Advisor approval recommended if course is a major requirement | Instructor & Dean approval required. Advisor approval recommended if course is a major requirement |
| Education | Undergraduate | None. Available online | Instructor approval | Instructor & Dean approval |
| | Graduate | None. Available online | Instructor approval | Instructor & Dean approval |
| Engineering | Undergraduate | None. Available online | Instructor, Advisor & Dean approval | Instructor, Advisor & Dean approval |
| | Graduate | None. Available online | Instructor approval | Instructor & Dean approval |
| Journalism | All | None. Available online | Instructor approval | Instructor & Dean approval |
| Music | All | None. Available online | Instructor approval | Instructor & Dean approval |
| Pharmacy | Undergraduate | None. Available online | Instructor & Advisor approval | Instructor, Advisor & Dean approval |
| | Graduate | None. Available online | Instructor approval | Instructor & Dean approval |
| Professional Studies | All | None. Available online | Instructor & Advisor approval | Instructor, Advisor & Dean approval |
| Special Non-Degree | All | None. Available online | Instructor approval | Instructor & Dean approval |
| Social Welfare | All | None. Available online | Instructor, Advisor & Dean approval | Instructor, Advisor & Dean approval |
| Law | Graduate | None. Available online | Instructor & Dean approval | Instructor & Dean approval |

**Students are expected to have their schedule in place by the 5th instructional day of the semester. Enrollment in additional classes may not be permitted after this date. Consult instructor and/or department.



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for Full Semester Courses — Summer 2020

Deadlines for increasing/decreasing credit hours of variable credit classes

Decreasing Credit Hours of Variable Credit Classes*

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| School | Level | Through June 8 | June 9 — June 10 | June 11 — July 14 | July 15 — July 24 |
|--------------------------------------|---------------|------------------------|--|--|-------------------------------------|
| Applied English Center | All | Dean approval | Instructor & Dean approval | Instructor & Dean approval | Instructor & Dean approval |
| Architecture & Design | All | None. Available online | Instructor approval | Instructor, Advisor & Dean approval | Instructor, Advisor & Dean approval |
| Business | All | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
| College of Liberal Arts & Sciences** | All | None. Available online | Instructor approval required. Advisor approval recommended if course is a major requirement | Instructor approval required. Advisor approval recommended if course is a major requirement | Instructor & Dean approval |
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| | Graduate | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
| Engineering | Undergraduate | None. Available online | Instructor approval | Instructor, Advisor & Dean approval | Instructor, Advisor & Dean approval |
| | Graduate | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
| Journalism | All | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
| Music | All | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
| Pharmacy | Undergraduate | None. Available online | Instructor approval | Instructor & Advisor approval | Instructor, Advisor & Dean approval |
| | Graduate | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
| Professional Studies | All | None. Available online | Instructor approval | Instructor & Advisor approval | Instructor, Advisor & Dean approval |
| Special Non-Degree | All | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |
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| Law | Graduate | None. Available online | Instructor approval | Instructor approval | Instructor & Dean approval |

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