



Credit Hour Increase/Decrease Approval Requirements

for Full Semester Courses — Spring 2022

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 January 24	January 25 — February 14	February 15 — May 13
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 & Human Sciences	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 & Mass Communications	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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Deadlines for increasing/decreasing credit hours of variable credit classes

Decreasing Credit Hours of Variable Credit Classes*

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

School	Level	Through January 24	January 25 — February 7	February 8 — April 18	April 19— May 13
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
Education & Human Sciences	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
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 & Mass Communications	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
Social Welfare	All	None. Available online	Instructor approval	Instructor, Advisor & Dean approval	Instructor, Advisor & Dean approval
Law	Graduate	None. Available online	Instructor approval	Instructor approval	Instructor & Dean approval

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