Students in the School of Information and Library Science are required to carry a full-time course load of at least 12 academic credit hours every semester. However, students beginning their final semester are permitted to carry a course load of fewer than 12 academic credit hours if those credits will satisfy ALL remaining graduation requirements. Students with such permission are termed “full-time” by the School of Information and Library Science and pay full-time student fees. They are permitted to reside in University housing.

Full-time status, however, is required of students covered by most insurance companies and scholarship/load providers. You should check with your insurance/scholarship/loan provider to verify whether your being termed as “full-time” while taking fewer than 12 hours will invalidate your coverage/scholarship/loan.

To request permission to carry a course load of fewer than 12 hours while enrolled in the School of Information and Library Science, submit this form to Kaitlyn Murphy in 100 Manning Hall before the last semester of your Senior year. Authorization must be given prior to your last semester before the last date to add a class for that semester. You will not be permitted to drop below 12 hours after that date.

Name _____________________________ PID _____________________________

Semester Fall Spring year:

I plan to complete the following courses:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Hours Requested: _________________

___________________________________________________________________ Student Signature

Hours Approved: _________________

___________________________________________________________________ Associate Dean

Return form to the Student Services Office in the School of Information & Library Science.
100 Manning Hall
CB #3360