Change Credit Hours Form

To change credit hours for multiple courses, use a separate form for each change.

International students should consult with a Reves Center advisor before submitting this form if changing credit hours will drop the number of registered hours below nine credits.

Instructions

Signatures required before returning the form:

- Student;
- Course instructor
- Director of Graduate Studies or Chair/Program Director of the student’s graduate program.

Note: The Director of Graduate Studies may attach comments or reasons for the changes requested; for any retroactive changes (i.e., changes after the end of the semester or for a previous semester), the DGS must attach an explanation, as well as grades when applicable.

For timely processing please ensure that this form is completed correctly and is received by all necessary stakeholders (program administrators must receive a copy for tracking purposes). Please confirm that the correct email address is entered for each recipient. If you are unsure of correct contact information for any recipient, feel free to reach out to your program for assistance.

Deadline: Form is due before the last day of classes.

Use your W&M email account when submitting forms to the OGS.
Change Credit Hours

Student’s Name: Mary Brown

Banner ID #: 939999999

Dept/Program: American Studies

Degree: ☑ M.A. ☑ M.S. ☑ M.P.P. ☑ Ph.D.

Year: 2024  Semester: ☑ Fall  ☑ Spring  ☑ Summer

Course Title: Dissertation

Course CRN# 12345  Dept./Prog AMST  No. 800  Section: 03

Credits Change From: 3  Credits Change To: 9

Student Signature  Date

Instructor Signature  Date

Director of Graduate Studies or Chair/Program Director: Print Name | Signature  Date

OGS: Student full-time after proposed add/drop/withdraw? ☑ Yes ☑ No

Assistant Dean for Graduate Studies Signature  Date

Distribution: ☑ Reves (if applicable)

Graduate Registrar

Revised 12-6-2023