

Request to Adjust Course Credit Hours Form

Once professor approval has been granted, please submit the completed form to the Registrar's Office (registrar@dts.edu) so that the course hours can be adjusted for the appropriate term.

Student Name:		Student ID#:	
Degree:		Concentration/ Area of Study:	
Course #:		Semester Registered:	

Request Information (Student)

I would like to (choose one):

Reduce Credit Hours From _____ to _____ Increase Credit Hours From _____ to _____

Request Reasoning: Why are you requesting an adjustment to the credit hours for this course?
(Please explain in 1–3 sentences.)

Assignment Alterations (Professor & Student)

Please list the books(s) and/or assignment(s) that will be added or reduced for this course.

NOTE: This should include book titles, number of pages/articles to read, number of pages to write, etc. Please consult section 1.3.2 in the Student Handbook regarding the general requirements for reading and writing per credit hour.

Student Signature

Date

Professor Signature

Date