

Undergraduate Credit Hour Designation Appeal

This request is for undergraduate students who do not have enough remaining credit hours to enroll in fulltime (12 credit hours) as set by West Texas A&M University. **ADVISOR SIGNATURE IS REQUIRED**

Student Name _____

Today's Date _____

Student Email _____

Buff ID Number _____

Student Information:

Which term are you requesting half-time status for? (*only one term can be selected per request*)

- ☐ FALL (2026)
 ☐ SPRING (2027)
 ☐ SUMMER I (2027)
 ☐ SUMMER II (2027)

Courses Attempting and Associated Credit Hour Amount:

<u>Course i.e. THRE*4463</u>	<u>Credit Hour Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Justification:

Student and Advisor Certification:

- May be awarded to students who are attempting their last semester with under 12 credit hours remaining on their degree plan. (**MUST submit a degree plan with this request as proof of remaining courses.**)
- May be awarded to students whose course load equates to a fulltime status. *i.e. An internship which is required for discipline-specific degree plans.*
- May be awarded for no more than **one** academic semester.
- Must be turned in by the twelfth (12th) class day for long terms (*Fall and Spring*) **OR** must be turned in by the fourth (4th) class day for summer terms **OR** must be turned in by the second (2nd) class day for intersession terms.

My signature below affirms that I have read and agree to the terms of this Full-Time Status Request. I affirm the information provided above is true and accurate to the best of my knowledge. I understand that providing false information can result in the denial of this request.

ACTUAL SIGNATURES ARE REQUIRED. (*Typed names will not be accepted.*)

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Advisor Printed Name: _____

Advisor Signature: _____

Date: _____