



# Credit Hours Increase Request

Full-time students with a cumulative GPA 3.00 or higher **AND** in their semester of graduation may petition to increase their credit hours up to 21, using this form.

Step 1: Please provide the following information

Student Name: \_\_\_\_\_  
Last First Middle

Student ID Number: 

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Are you a Scholarship Student?  YES  NO Telephone: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: 

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Applied for graduation for the above semester?  YES  NO

Current Maximum Hours:  Requested Maximum Hours:

Current cumulative GPA

Please be advised that this form does not apply to students on:

- Either initial or final probation
- The Pass Program

Step 2: Obtain the required signatures and submit completed form to the **Office of the Registrar**.

*It is the student's responsibility to ensure that all forms submitted to the Office of the Registrar are complete. Please note that forms missing information will not be processed.*

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Faculty Advisor Signature & Date

\_\_\_\_\_  
Department Chair Signature & Date

\_\_\_\_\_  
Appropriate Dean Signature & Date

**Office of the Registrar**  
**American University of Kuwait**  
☎ Tel: + (965) 224 8399 ext. 214  
☎ Fax: + (965) 571 5891

<b>RO USE ONLY:</b>
Processed by: _____ (Initials)
Date: _____