

# Course Load Exception Request Form

Toulouse Graduate School



This form is for all Toulouse Graduate School (TGS) scholarship recipients as well as all UNT employed TA/TF/RA/GSA graduate students, seeking either a one semester course load exception or a reduced course load when such students are preparing for or taking comprehensive examinations. These course loads include:

- Reduced course load (less than full time or 9 graduate credit hours)
- Expanded course load (greater than 12 graduate credit hours)

If students have completed all coursework and are preparing for qualifying exams, this form will only need to be submitted for the first semester of preparation. The reduced course load approval will continue until the student successfully completes the exam and the Qualifying Examination Results form is approved by the graduate school. Students who have an approved Qualifying Examination Results form approved by the graduate school do not need to complete this form.

Please complete the following request form and submit it through email to Rochelle Sykes at [Rochelle.Sykes@unt.edu](mailto:Rochelle.Sykes@unt.edu). All forms must be submitted prior to the first day of class for the semester in which the request is being sought. Degree plans must be on file for reductions.

### About the Student:

First Name	Last Name	Student ID (EmplID)
Semester of Request	Degree Program	TGS Scholarship
Type of Assistantship	Employment Rate	Student Email

If you are an international student, be sure to also complete the Graduate Student Full Time Equivalency Report from UNT-I.

### Request:

Reduced Course Load (less than full time or 9 graduate credit hours)  
Yes    No    Has the student completed all coursework, and is preparing for comprehensive or qualifying exams?  
Expanded Course Load (greater than 12 graduate credit hours)

### Reason for Request:

Please briefly describe the necessity to enroll in the requested course load and include any impact on employment.

### Signatures:

By signing below the Graduate Advisor or Faculty Mentor approves the Non-Standard Course Load Request.

Signature of Graduate Advisor or Faculty Member

For Toulouse Graduate School Use Only:			
Signature of Graduate Dean	Date	Approved	Not Approved

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