How To Guide: Completing the Excess Credit Hour Fee Waiver Request Form

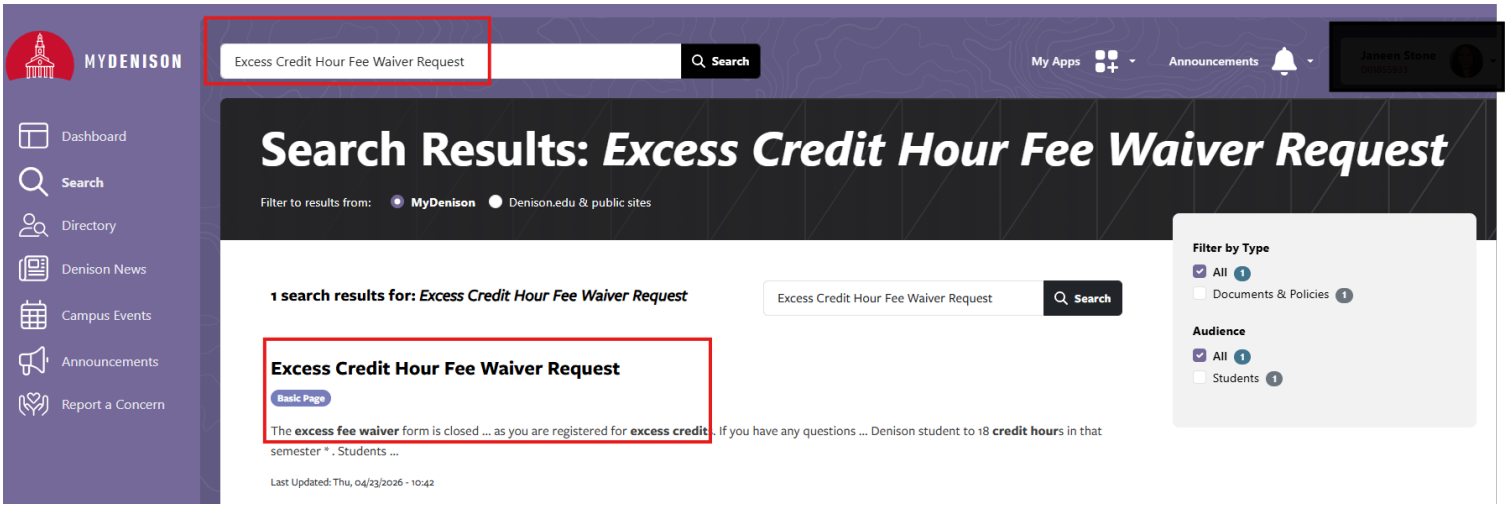
Payment of tuition for a fall or spring semester allows a full-time, regularly enrolled Denison student to take up to 18 credit hours during that semester.

With extenuating circumstances and evidence of careful planning, a student may request to take up to 20 credit hours without paying the excess credit hour fee. A student may submit this request no more than twice during their Denison career. Requests should be submitted to the Registrar's Office before the beginning of the semester in question.

The waiver form opens at the beginning of each semester. Dates vary by term; please check regularly for the submission timeline. The Spring 2027 submission window is January 18 – February 15, 2027.

To submit a request:

1. Log in to your MyDenison portal.
2. Using the search feature, enter **Excess Credit Hour Fee Waiver Request**.
3. Select the first link in the search results.



4. Review the information provided and select **Request Excess Credit Fee Waiver**.
5. Complete and submit the form to the Registrar's Office.

DENISON

Excess Credit Hour Fee Waiver Request

Student Information

First Name: * Last Name: * Email Address: *

D Number: * Grad Year: * Class Rank: *

You should **not** assume that by submitting a fee waiver, it will be automatically approved. Once reviewed, the outcome of this request will be communicated to you using an automated email. Note that by paying tuition for the fall/spring term in any given academic year, a full-time Denison student may enroll in 18 credit hours in that paid semester. Twice, during the student's time at Denison, a request can be made to take up to 20 credits and have the additional fee waived. Any such request should be submitted, using this form, to the Registrar's Office before the beginning of the semester in question. If you have exceeded two waivers and/or you are requesting a waiver beyond the 20th credit hour, you will need to provide a statement (a text box is included on this form) outlining the reason/rationale for your request.

IMPORTANT: You only have **until the end of the 4th week to drop a course for financial reasons** (as opposed to the regular drop deadline, which is the 9th week of the term). If you drop to 18 credits or fewer by the end of week four and request an excess credit hour fee waiver, you may rescind your request, and it will not count as one of the two allotted waivers.

How many waivers have you received to date?

* -- Please Select --

Please select the term and year in which you are requesting a waiver for.

* -- Please Select --

Please select which credit you are requesting a waiver for.

* -- Please Select --

Please note that after submission, and if approved, **changes will take up to 48 hours to be reflected on your account.**

* (click to sign)

Student Signature Date

Office Use Only

Decision: * -- Please Select --

Office Comments:

*

Signature Date

Save Progress Submit Form

Please direct questions to the Registrar's Office at registrar@denison.edu.