



Credit Overload Request Form

The maximum credit load for graduate students is 12 credits. During the summer this maximum applies as well, where the equivalent is 1 credit per week, regardless of the summer session. The enrollment system counts all credits when determining credit load; this includes courses taken as pass/fail or audit and undergraduate level courses (below 300). If you wish to go over this maximum credit limit, a credit overload is required. Complete and print the form below to request an overload. Then obtain your advisor's signature and submit the form to the Graduate School, room 217 Bascom Hall. **Include ALL courses for the enter semester on this form.**

Student Name:

Email:

Campus ID Number:

Major Program:

Term for which you are requesting the overload:

Fall Spring Summer Year

Do you have a graduate assistantship for the above term?

Proposed Course List: (Include ALL courses you intent to take.)

Course Number (3 digits)	Course Name	Pass/fail or Audit?	Credits (include Pass/Fail, Audit)	Summer session (i.e. DDD, ACC)

Total credits request for this term **(including pass/fail, under 300 level, and audit):**

Academic Reasons for Overload: (Attach separate sheet if needed.)

Advisor Name:

Advisor Signature

Date

To be completed by Graduate School:

Approved Denied

Graduate School Dean's Signature

Date

Remarks:

*Program and student will receive notification of approval/denial by email. If approved, the student's credit authorization will be adjusted. An online course change request is required after the web enrollment period ends. (Updated August 2013.)