

Undergraduate Credit Overload Request

Undergraduate students are eligible to enroll in 18 or fewer credits without additional consideration. Students who want to enroll in 19-27 credits must complete the form below, which includes getting a signature from their academic advisor of record, and meeting with the Student Advising Director in the college/school of their major. For additional information review the [Credit Overload for Undergraduate Students Policy](#).

Student Information: Completed by the student.

Student Name: _____ **Star ID:** _____

Email Address: _____ **Phone:** _____

Major: _____ **Minor (If applicable):** _____

Number of Credits Completed: _____ **Current cumulative GPA:** _____

I request permission to enroll in a total of _____ credits in _____ term, 20_____.

Courses/Credits in excess of 18 credits: _____

Reason(s) seeking overload: _____

Student Signature: _____ **Date:** _____

Advisor Information: Completed by the student's advisor on record (or department chair, in advisor's absence).

Recommendation:

Recommendation Notes:

Name: _____

Advisor Signature: _____ **Date:** _____

Student Advising Director Information: Completed by the Student Advising Director (or designee) in the college/school advising center of the student's major or the Assistant Director, University Advising Center, if the student is undecided about major.

My signature below verifies that the student and I met and discussed the workload implications and tuition/fee costs associated with the requested overload.

☐ Registration appeal was also discussed as follow-up the student will need to take. This includes getting electronic permission from the appropriate faculty, and completing the [Registration Appeal](#).

Name: _____

Signature: _____ **Date:** _____

Completed forms processed and maintained by the Student Advising Director in college/school advising center for 3 years.