

## UNDERGRADUATE CREDIT OVERLOAD REQUEST FORM

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 about related to the University's policy, go to <https://link.mnsu.edu/overloadpolicy>.

Student Name: \_\_\_\_\_ Star ID: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Major: \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

Number of credits completed: \_\_\_\_\_ Current cumulative GPA: \_\_\_\_\_

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

Course(s)/Credit(s) in excess of 18 credits: \_\_\_\_\_

Reasons seeking overload: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by academic advisor of record (or department chair in advisor's absence):*

Recommendation: DROP DOWN

Recommendation notes: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by Student Advising Director (or designee) in the college/school advising center of student's major, or 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 additional 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 electronic form found [here](#).

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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