

Request for Excess Credits (Credit Overload)

First-year Students

First-year students may only register for **19 credits in their first semester** and **20 credits in their second semester**. Should a first-year student need to register for more than the credits stated above, the student must request permission from their academic dean by completing this form.

Requesting more than 20 credits (up to 23):

- 1. Complete this form AFTER you have finished your initial registration of up to 20 credits.**
Be sure to complete all sections and provide a schedule of courses and a clear rationale.
- 2. Meet with your faculty advisor.**
Discuss with your faculty advisor the merits and risks of the proposed schedule and obtain their approval/signature.
Approval from your faculty advisor must be obtained prior to meeting with your academic dean.
- 3. Submit the form to your academic dean.**
Your academic dean will either approve the credit overload or will make an appointment to meet with you to discuss the request further.
 - First Year/New Students: Kim Parent (kparent@mtholyoke.edu)
 - Sophomores & Juniors: Alison Hopkins (ahopkins@mtholyoke.edu)
 - Seniors: Kathryn McMenimen (kamcmeni@mtholyoke.edu)
- 4. Once all required approvals/signatures have been obtained, this form will be submitted to the Registrar's Office by either the student or the academic dean.**

Student Information

Student ID: Name: Class Year: Date:

MHC Email: Phone:

Semester/Academic Year: ☐ Fall Semester or ☐ Spring Semester of the Academic Year (i.e. 2025 / 2026)

Proposed Schedule of Courses

PLEASE BE SURE YOU'VE REGISTERED FOR UP TO 20 CREDITS BY CHECKING THE BOX BELOW THAT STATES:
✓ here if already registered for course.

COLLEGE	DEPARTMENT	COURSE# & SECTION #	CREDITS	✓ here if already registered for course
				☐
				☐
				☐
				☐
				☐
				☐
				☐

				☐
				☐
Total Semester Credits:				

Rationale

1. Describe how this plan to register for excess credits this semester helps fulfill your larger academic goals.

2. Provide evidence demonstrating that you can handle this overload successfully.

Faculty Advisor Approval for up to 23 credits

I approve ☐ do not approve ☐ this request.

Name (please print): Signature: _____ Date:

Academic Dean Approval for up to 23 credits

I approve ☐ do not approve ☐ this request.

Name (please print): Signature: _____ Date: