

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 class dean.**
- 3. Submit the form to your class 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 (kp@parent@mtholyoke.edu)
 - Sophomores & Juniors: Alison Hopkins (ahopkins@mtholyoke.edu)
 - Seniors: Amy Rodgers (arodgers@mtholyoke.edu)

Requesting up to 24 credits:

Course schedules of up to 24 credits are strongly discouraged.

- 1. Follow steps 1 and 2 above.**
Complete the form and meet with your faculty advisor.
- 2. Submit the request to Amber Douglas, Dean of the College, for approval.**
Dean Douglas will contact you to either approve the credit overload or will make an appointment to discuss the request further (appointments with the Dean of the College are made through Briana Chace, office manager).

To make an appointment with an academic dean or the Dean of the College, please contact the Office of Academic Deans by calling 413-538-3610 or by visiting the office in Mary Lyon Hall, 3rd floor. Drop-in hours for the academic deans are posted on our website at https://my.mtholyoke.edu/ossa/academic_deans/Pages/default.aspx.

Once all required approvals/signatures have been obtained, this form will be submitted by the Office of Academic Deans to the Registrar's Office (6 Mary Lyon Hall) for processing and the student will be notified by the Office of Academic Deans.

A. Student Information

Student ID: _____ Name: _____ Class Year: _____ Date: _____

MHC P.O. Box: _____ MHC Email: _____ Phone: _____

Semester/Academic Year: ___ Fall Semester or ___ Spring Semester of the Academic Year (i.e. 2020 / 2021) ___ / ___

B. 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 Credits Requested:				

D. 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.

E. Faculty Advisor Approval for up to 23 credits

I approve ____ do not approve ____ this request.

Name (please print): _____ Signature: _____ Date: _____

F. Academic Dean Approval for up to 23 credits

I approve ____ do not approve ____ this request.

Name (please print): _____ Signature: _____ Date: _____

G. Dean of the College Approval for up to 24 credits

I approve ____ do not approve ____ this request.

Name (please print): _____ Signature: _____ Date: _____