

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)

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 Sarah Adelman, Dean of Studies for approval.**
Dean Adelman will contact you to either approve the credit overload or will make an appointment to discuss the request further (appointments with the Dean of Studies are made through Briana Chace, office manager).

To make an appointment with an academic dean or the Dean of Studies, 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) ___ / ___

