Request for Excess Credits (Credit Overload)

First-year students may only register for 19 credits in first semester and 20 in their second semester. Should a first-year student need to register for more than nineteen credits in the first semester or more than 20 in the second semester, the student must request permission from their class dean for new students by completing this form (being sure to include their proposed schedule and rationale).

First-year students through seniors who wish to take more than 20 credits (up to 23) must:
1) complete this form, providing personal information, a proposed schedule of courses, and a clear rationale for their proposed schedule;
2) meet with their faculty advisor to discuss the merits and risks of the proposed schedule and obtain his/her approval/signature on this form. Approval from your faculty advisor must be obtained prior to meeting with your class dean or submitting this form to the Office of Academic Deans; and
3) submit the form to the Office of Academic Deans whereupon the student’s class dean will either approve the credit overload or will make an appointment to meet with the student to discuss request further. Class deans are:

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<th>First Year/New Students:</th>
<th>Kim Parent</th>
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<td>Sophomores &amp; Juniors:</td>
<td>Alison Hopkins</td>
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<td>Seniors:</td>
<td>Sarah Adelman</td>
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Any requests that exceed 23 credits will require the approval of the Dean of Studies (24 credits and above). Course schedules of 24 credits or more are strongly discouraged.

Students considering taking 24 credits or more must:
Follow steps “1)” and “2)” above then submit their request to Amber Douglas, Dean of Studies, in the Office of Academic Deans for approval. Dean Douglas will contact the student to either approve the credit overload or will make an appointment to meet with the student to discuss the request further (appointments with the Dean of Studies are made through Kat Eldred, Senior Administrative Assistant).

To make an appointment with a class dean or the Dean of Studies, please contact the Office of Academic Deans by calling 413-538-2855 or by visiting the office in Mary Lyon Hall, 3rd floor. Drop-in hours for the class deans are posted on our website at [https://www.mtholyoke.edu/academicdeans](https://www.mtholyoke.edu/academicdeans).

Once a student’s request has been approved and all required approvals/signatures have been obtained, this form will be submitted to the Registrar’s Office for processing by the Office of Academic Deans and the Registrar’s office will send you notification.

1. Personal Information:  Student ID #: ____________________ Name: ____________________

Date: ______________ Class Year: __________ MHC PO Box: _________ MHC Email: ____________________

Phone Number: ____________________ Semester/Academic Year: ______________

2. 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.

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<tr>
<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>COURSE #</th>
<th>CREDITS</th>
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3. Rationale

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

b) Provide evidence demonstrating that you can handle this overload successfully.

4. Faculty Advisor Approval for up to 23 credits:

I approve ______  do not approve ______  this request.

__________________________________  ________________________________  ___________________
Name of Faculty Advisor (please print)  Signature of Faculty Advisor  Date

5. Class Dean’s Approval for up to 23 credits:

I approve ______  do not approve ______  this request.

__________________________________  ________________________________  ___________________
Name of Class Dean (please print)  Signature of Class Dean  Date

6. Dean of Studies’ approval for 24 or more credits:

I approve ______  do not approve ______  this request.

__________________________________  ________________________________  ___________________
Dean of Studies (please print)  Signature – Dean of Studies  Date

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.