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).

Sophomores 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 contact the student to either approve the credit overload or will make an appointment to meet with the student to discuss request further. Class deans are:

<table>
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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) or the Academic Administrative Board (over 24 credits). Course schedules of 24 credits or more are strongly discouraged.

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

Students considering taking over 24 credits must:
Follow steps “1)” and “2)” above then submit this form to the Office of Academic Deans for approval by the Academic Administrative Board (AAB), which is made up of all of the class deans and several faculty members (AAB meets regularly, every other Thursday). You will subsequently receive an email stating when your request will be reviewed by the AAB.

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 this form is signed by BOTH the student’s faculty advisor and class dean/Dean of Studies (as applicable), it will be submitted by the Office of Academic Deans to the Registrar’s Office for processing.

1. Personal Information:
Name: _______________________________ Date: _______________ Class Year: _______ MHC PO Box: _______
MHC Email: _________________________ Phone Number: ____________________ Semester/Academic Year: ____________

2. Proposed Schedule of Courses:

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<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>COURSE #</th>
<th>CREDITS</th>
<th>✓ here if already registered for course</th>
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(Please see reverse)
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 credits:

I approve_________ do not approve_________ this request.

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

7. Academic Administrative Board’s approval for over 24 credits:

We approve_________ do not approve_________ this request.

__________________________________   ________________________________ _____________________
Chair of AAB (please print)        Signature – Chair of AAB   Date

Once all required approvals/signatures have been obtained, this form will be submitted to the Registrar’s Office, 6 Mary Lyon Hall for processing