



Credit Overload Approval

Student Name: _____ Student ID # _____

Fall ____ Winterim ____ Spring ____ Summer ____

Fall or Spring

Undergraduates: See below to determine who can approve a study load of more than 17 credits for Fall and Spring semesters.

Major College	Authorizing Official (18-20 credits)	Authorizing Official (21+ credits and Summer/Winterim)
CNR	Bobbi Kubish, Assoc Dean, or advisor	Assoc Dean
CPS	Asst Dean or designee by major; or advisor	Asst Dean or designee
COLS	Department Chair of Major or advisor	Asst Dean of major
COFAC	Dept Chair, Asst Dean of major, or advisor	Dean of major
Undeclared & AAS	ACAC or Advisor	Asst Dean of HuGs

Note: Undergraduates will be limited to 12 credits if they do not complete required remedial courses before earning 30 credits.

Graduates: Permission for study overloads of 16 credits or more must have the approval of your advisor **and** the dean (advisor and department chair for CPS majors) of your major's college.

Summer or Winterim

Undergraduates: Approval is required if you want to take more than 12 credits for summer and more than 3 credits for winterim.

Graduates: Students may register for no more than 9 credits during the summer session. If there are exceptional circumstances, you can appeal to the dean of your college (department chair for CPS majors) for permission to carry more than the maximum load. If you register for 5 or more credits in the summer you are considered a full-time graduate student.

This student has my permission to register for a maximum of _____ credits.

Signature of Authorizing Official _____ Date _____

*** Permissions must be approved prior to registration**

To register for overload classes, bring this completed form after your regular registration time to:

Office of the Registrar, 101 Student Services Center
Email: registrar@uwsp.edu Fax: 715-346-2558