



## Application for Graduate Credit Overload

Please complete form, obtain signatures, and email to the School of Graduate Studies at [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).

Student Name (Last, First, Middle)

Student Tech ID Number

HuskyNet Email Address

Phone Number

Semester (Session) Year

SCSU Credits Completed

Anticipated Graduate Date

Cumulative GPA

**Reason for request:**

**Courses you wish to take:**

Dept.	Course ID	Section	Course Title	Days/Times	Credits
<b>TOTAL CREDITS</b>					

Student (Signature)

Student Name (Print)

Date

**Advisor Decision**    Recommended    Not Recommended

Graduate Advisor (Signature)

Graduate Advisor Name (Print)

Date

**School of Graduate Studies Decision**    Recommended    Not Recommended

School of Graduate Studies (Signature)

School of Graduate Studies Name (Print)

Date

FOR OFFICE USE ONLY: Student Notified



### **Credit Load – Graduate Policy**

Issued by Office of Academic Affairs May 6, 2008

- A graduate student enrolled for eight (8) credits or more is considered a full-time student for academic purposes.
- The recommended normal load in a semester is 8-12 credits. The maximum allowable load without special approval is 15 credits.
- The maximum load during summer (the combined total for Intersession, Summer Session I, and Summer Session II) is 15 credits.
- Load includes the total credits of all courses carried, including on-campus, off-campus, on-line, and any other college courses taken concurrently with those at St. Cloud State University.
- A student who wishes to enroll for more than the established maximum must obtain approvals from their advisor and the School of Graduate Studies.

### **Instructions for completing this form.**

1. Provide all requested information.
2. List all the courses you intend to take during the semester. We must have the full list of proposed courses to act on the overload request.
3. Have your advisor sign the form.
4. Submit the completed, signed form via email [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu)
5. Allow 10 business days for review of your request.
6. A decision will be sent to you through the HuskyNet email system.