

**OFFICE OF RECORDS AND REGISTRATION  
ST. CLOUD STATE UNIVERSITY, AS 118**

**APPLICATION FOR UNDERGRADUATE OVERLOAD CREDIT**

*Step 1* SCSU Student I.D. \_\_\_\_\_ Semester/Session \_\_\_\_\_ Year \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Former (if applicable) \_\_\_\_\_

Current Mailing Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Area Code Phone Number

*Step 2* How many credits have you completed at St. Cloud State University? \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

*Step 3* When do you anticipate graduating? Semester \_\_\_\_\_ Year \_\_\_\_\_

- Generally an overload for a student with a cumulative GPA below 2.75 over at least one full semester will not be approved.
- An undergraduate degree-seeking student enrolled for 12 credits or more is considered a full-time student for academic purposes.
- The maximum allowable load without special approval is 18 credits. Maximum load for Summer Term is 15 credits.
- Registered credits above 18 semester credits are charged the per credit rate.
- Load includes the total credits of all courses carried, including on-campus, off-campus, on-line, and any other college courses taken concurrently. Maximum load across institutions is 22 credits.

*Step 4* Reason for request:

*Step 5* Attach an unofficial transcript showing current class schedule. List overload courses below:

Department	Number	Credits	Days	Time

*Step 6* Total number of credits requested for semester. \_\_\_\_\_

*Step 7* Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Step 8*

<input type="checkbox"/> Support <input type="checkbox"/> Oppose <input type="checkbox"/> Neutral	Advisors Name (please print): _____  Advisors signature (Required) _____ Date _____
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**Submission Info**

- Step 9*
- If admitted to major or intended major: Return this form to Dean's Office for your college/school.
  - If undecided on a major: Return this form to Academic Appeals & Probation Office, CH 210.
  - If special student/non degree student: Return this form to Academic Appeals & Probation Office, CH 210.

Decision of Dean:  Approve  Disapprove

Signature: \_\_\_\_\_ Date: \_\_\_\_\_