Undergraduate Credit Overload Permit

Request will be processed within 5 business days; rush orders are not available.

1. **READ** the Guidelines for a Credit Overload Permit on page 2 of this form.

2. **COMPLETE** the fields below. **All fields are mandatory. Failure to fill out the form completely may result in delays of it being processed.**

Student Name: _____

Student ID Number: _____ **Phone Number:** _____

DOB: *(MM/YY)* _____ **Student E-mail:** _____@rangers.uwp.edu

Term (check one): ____ Fall ____ Winterim ____ Spring ____ Summer **School Year:** _____

# of credits TOTAL requesting to enroll in for term above _____

Student Type: (circle one): Degree Seeking / Non-Degree Seeking

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List **ALL** the courses that you intend to take in the given term.

Course: (Example: SOCA 101)	# of credits	Course: (Example: SOCA 101)	# of credits

3. **SIGN** below and **RETURN** to the Advising and Career Center either in person, by fax, or email. Request will be processed within 5 business days; rush orders are not available.

My signature below indicates that I understand that I may be assessed additional tuition and fees for additional credits.

Student Signature: _____ **Date:** _____

	Approve/ Deny (circle) date & sign	Secondary Review: Approve/ Deny (circle) **date, & sign**	Date email sent of secondary review decision & initial:
Advising & Career Center			
	Date email decision sent & initial:	**Reason for secondary review decision:**	
Office of the Registrar	**Process date & initial:**		

Guidelines for a Credit Overload Permit

Request will be processed within 5 business days; rush orders are not available.

- Students will be assessed additional tuition and fees for additional credits. *See the Cashier's Office for more information.*
- Once this form is completed by the student, it must be submitted for approval by the Advising and Career Center who will approve or deny the request.

If approved, the student will be informed via email. The approval form will be given to the Registrar's Office for further processing. The student should be able to add the rest of their classes within 24 hours.

Criteria for Credit Overload Approval

For Degree Seeking Students

- Permission to register for **more than 20** credits in the Fall or Spring term is generally not given unless a student has earned at least a **3.0 GPA during a previous semester with a credit load of at least 14 completed credits.**
- Permission to register for **more than 12 credits in the Summer** or **more than 6 credits in Winterim** will be determined using the same criteria as above.

For Non-Degree Seeking Students
including visiting, audit, and individual students seeking personal or professional enrichment

- Permission to register for **more than 6 credits** in a given term is not allowed without approval by the Advising and Career Center.

If you do not meet this criteria –
Contact the Advising and Career Center for additional instruction.