

Request for Excess Credits (Credit Overload)

First-year Students: First-year students may only register for 19 credits in their first semester and 20 credits in their second semester. Should a first-year student need to register for more than the credits stated above, the student must request permission from their academic dean by completing this form. Please note this form is double sided and will need to be filled out in its entirety before being reviewed.

Requesting more than 20 credits (up to 23):

- 1. Complete this form AFTER you have finished your initial registration of up to 20 credits.**
Be sure to complete all sections and to provide a schedule of courses and a clear rationale.
- 2. Meet with your faculty advisor.**
Discuss with your faculty advisor the merits and risks of the proposed schedule and obtain their approval/signature. Approval from your faculty advisor must be obtained prior to meeting with your academic dean.
- 3. Submit the form to your academic dean.**
Your academic dean will either approve the credit overload or will make an appointment to meet with you to discuss the request further.
 - First Year/New Students: Kim Parent (kparent@mtholyoke.edu)
 - Sophomores & Juniors: Alison Hopkins (ahopkins@mtholyoke.edu)
 - Seniors: Kathryn McMenimen (kamcmeni@mtholyoke.edu)
- 4. Return the form to the Registrar's office.**
Once all required approvals/signatures have been obtained, this form will be submitted to the Registrar's Office by either the student or the academic dean.

A. Student Information

Student Name: _____ ID #: _____

MHC Email: _____ Class Year: _____ Date: _____

B. Semester/Academic Year

Academic Year (i.e. 2026 / 2027): _____

Semester (check one): ____ Fall Semester ____ Spring Semester

C. Proposed Schedule of Courses

COLLEGE	DEPARTMENT	COURSE #	SECTION #	CREDITS	✓ here if already registered for the course
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
Total Semester Credits:					

D. Rationale

1. Describe how this plan to register for excess credits will help fulfill your larger academic goals.

2. Provide evidence demonstrating that you can handle this overload successfully.

E. Faculty Advisor Approval for up to 23 credits

This request is: ____ approved ____ not approved

Printed Name: _____ Signature: _____ Date: _____

F. Academic Dean Approval for up to 23 credits

This request is: ____ approved ____ not approved

Printed Name: _____ Signature: _____ Date: _____