



Credit Overload Approval

Student Name: _____ Student ID # _____

Fall ____ Winterim ____ Spring ____ Summer ____

Fall or Spring

Undergraduates: The person listed below can approve study loads of 18- 20 credits. The dean of your college (department chair for CPS majors) must use this form to approve study loads of 21 credits or more.

Major College	Authorizing Official (18-20 credits)	Authorizing Official (21+ credits)
CNR	Bobbi Kubish or Tim Ginnett	Tim Ginnett
CPS	Department Chair of Major	Department Chair of Major
L&S and COFAC	Department Chair of Major	Dean of College
Undeclared	Academic Career and Advising Center	Dean of L&S

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.

Major	Authorizing Official
College of L&S, COFAC, and CNR	Dean of College
College of Professional Studies	Department Chair of Major
Undeclared Majors	Dean of L&S

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