

Minnesota State University, Mankato University Procedure	
<b>Procedure Name:</b> Credit Overload for Undergraduate Students	<b>Effective Date of Last Review:</b>
<b>Custodian of Procedure:</b> Provost and Vice President for Academic Affairs	<b>Date of Last Review:</b>
<b>Date of Adoption:</b>	<b>Date of Next Review:</b>

## PROCEDURE

[Credit Overload Request forms](#) to seek approval to enroll in more than 18 credits are available on the Registration and Academic Records website.

Students seeking this approval need to:

1. Complete the top half of the form, including information about their major, credits completed, current GPA, the number of total credits they wish to take, course(s) that will take them beyond 18 credits, reason for this request, and their signature.
2. Connect with their academic advisor of record (or department chair if advisor is not readily available) to get their recommendation and signature for overload.
3. Bring completed form to their college/school advising center (or the University Advising Center, if a student is undecided about their major) for a follow-up conversation about the additional cost and workload associated with credit overload. Complete the remainder of the form with the Student Advising Director (or professional advisor designee).

Once the form is completed, permission to enroll in the approved number of credits will be entered for the student by the Student Advising Director (or professional advisor designee) in the college/school advising center. The student may then proceed to enroll for the additional credits.

Processed overload forms are kept in the college/school advising center for three calendar years.