



# Credit Overload Request

## CREDIT LOAD

1. The normal class hour load for full-time undergraduate students who are not on academic probation is 12-19 credit hours per semester. Only students with a CSN cumulative grade point average of "B" (3.0) or higher may enroll for more than 19 credit hours per semester.
2. Requests for more than 19 credit hours in a regular semester or 12 credit hours in the summer semester require written approval from one of the following individuals – Associate Vice President (AVP) of Academic Affairs, AVP of Academic Success or AVP of Student Affairs overseeing Advising and Academic Coaching Services. Approval must be obtained before registering for additional classes.
3. The recommended maximum credit hours under CSN policy is 22 credit hours per semester. To be approved for 22 credit hours, students must show exceptional academic ability and must have written permission from the Vice President of Academic Affairs.
4. Students cannot exceed 19 credit hours in a regular semester or 12 credit hours in the summer semester if a student has outstanding incomplete grades.
5. Students must have all transcripts evaluated and assessment scores on file before submitting this form. This information will be used to determine whether or not the request will be approved. **Credit overload approvals do not override prerequisites.**

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student ID (NSHE ID) #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Semester: (check one)      Spring      Summer      Fall      Year: \_\_\_\_\_ Cum GPA \_\_\_\_\_ # of I's \_\_\_\_\_

Select "Enrolled" for courses you are currently enrolled in or "Wish to Enroll" for additional courses you want to be allowed to enroll in.

Enrolled	Wish to Enroll	Course Subject (i.e. PSY 101) _____	Class # _____	Credits: _____
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I am aware of the study time needed to successfully complete this number of credit hours. I also know that I may be placed on academic probation or dismissed from the college for failing to maintain my cumulative grade point average of 2.0. I am currently working \_\_\_\_\_ hours per week at my job.

Please briefly write the reasons for this request. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_ Total Credits Requested: \_\_\_\_\_

\_\_\_\_\_  
 Approved for \_\_\_\_\_ credits      Denied \_\_\_\_\_

\_\_\_\_\_  
 Approved for \_\_\_\_\_ credits      Denied \_\_\_\_\_