

Office of the Registrar

Credit Overload Application

(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

Name: _____

PWID #: _____

Campus Email: _____

Phone #: _____

Major: _____

Current Overall GPA: _____

Requested Term: _____

Requested number of credits: _____

Justification for overload:

Current Schedule:

_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)
_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)
_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)
_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)
_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)
_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)

The course(s) I wish to add are:

_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)
_____ (CRN #)	_____ (Sub.)	_____ (Course #)	_____ (Course Title)	_____ (# of Credits)

I understand that in addition to the basic tuition fee, there is a per credit charge for credits scheduled in excess of 18.

Student Signature

Date

Advisor or Department Chair Signature

Date

Dean's Signature

Date

Instructions:

- Student to complete application and submit to Advisor or Department Chair for approval. **Digital signatures are preferred.**
- Advisor or Department Chair to approve and digitally sign form. Form is then forwarded to Dean's office.
- Dean to digitally sign form and Admin Assistant/designee to email approved form to Registrar@pennwest.edu
- Please follow naming convention of: TERM_PWID_CREDIT OVERLOAD
 - Example: 202230_P11100023_CREDIT OVERLOAD