

UWSP CREDIT OVERLOAD APPROVAL FORM

- Sem. I 20 _____
- Sem. II 20 _____
- Summer 20 _____
- Winterim 20 _____

Name _____ ID # _____
Last First MI

Signed approval forms should be returned to Registration & Records, 101 SSB.

Fall or Spring Overloads

 (see table below for authorizing officials for fall and spring terms)

Permission may be granted electronically or in writing during the fall or spring terms for study loads of 18, 19, or 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. Graduate study overloads of 16 credits or more must have the approval of their adviser and dean (adviser and department chair for CPS majors). **Permissions must be approved prior to registration.**

Authorizing Officials for Fall/Spring Credit Overloads			
Department/Program	Authorizing official	Building	Phone
Forestry, Resource Management, Soil & Waste Resources, Water Resources and Wildlife Majors	J. Houghton or S. Kissinger	CNR-180	2853
All Other Undergraduate Majors	Chair of Department of Major		
Undecided/Undeclared	Academic Advising Center	SSC-103	3361
Graduate Programs (16 credits or more)	Adviser and Dean (CPS adviser and dept. chair)		

- Note: undergraduates will be limited to 12 credits IF you: (1) do not complete required remedial courses before you earn 30 credits; or (2) do not complete freshman English, Math 100 or 105 before you earn 60 credits.
- In order to qualify for either Social Security Benefits or full Veterans Benefits (Public Law 550), you must carry at least 12 semester hours of courses.

Summer or Winterim Overloads

 (3-, 4-, or 8-week sessions see table below for authorizing officials)

Dean approval for undergraduate and graduate courses is required for all summer and winterim session overloads, except for the College of Professional Studies which requires Department Chair signatures.

- Undergraduates:** Plan to carry no more than one (1) credit per week of instruction. For example, 3 credits in a 3-week session, 4 credits in a 4-week session, 8 credits in an 8-week session, or 11 credits in the combined 3-week and 8-week session.
- Graduate** students may register for no more than 9 credits (6 credits in any 4-week period) 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. You may register for up to 9 credits in the summer.

Authorizing Officials for Summer Credit Overloads	
Department/Program College	Authorizing official
College of L&S, COFAC, CNR, and Undeclared Majors (L&S College)	Dean
College of Professional Studies	Department Chair

This student has my permission to register for a maximum of _____ credits.

Signature of Authorizing Official _____ Date _____

Dean Signature (Department Chair for CPS majors) _____ Date _____
(Signature required only for graduate students, credit loads of 21 or more and overloads during summer or winterim sessions)