 

**REQUEST FOR CREDIT OVERLOAD**

Name ID #

Phone Major \_

I request permission to take credit hours during the \_\_\_\_Semester.

I understand that I may be billed for any credits in excess of 19 hours (see the [maximum course load policy](https://catalog.bellarmine.edu/2011-2012/undergraduate-academic-policies#Maximum_Course_Load) in the Catalog). This includes credits registered after the add/drop period, even if accompanied by a withdrawal (e.g. withdrawing from a course resulting in a W grade and replacing it with an Internship).

Reason for overload:

Signature of Student Date

Signature of Advisor Date

Attach a copy of your unofficial transcript to this request and submit to the Dean of the school of your major.

\_\_\_\_Dean Approved \_\_\_\_Dean Denied

Signature of Dean Date

* Dean’s Office will forward form to Registrar’s Office, Horrigan Hall, room 205.
* Registrar’s Office will notify the student of approval or denial.
* Student may process registration changes after receiving Registrar’s notification.