



## Credit Overload Request

To request registration above standard semester credit maximums:

*Fall & Spring (Undergraduates): 18 credits*

*Fall & Spring (Graduate & Doctoral): 15 credits*

*Summer (all student levels): 14 credits*

*Winter Intersession (all student levels): 4 credits*

### Part One: Student Information

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_

Credit Hours Completed: \_\_\_\_\_

### Part Two: Course Information & Dean's Office Approval

Semester: \_\_\_\_\_ Total credits I intend to carry this semester: \_\_\_\_\_

CRN (5-digits)	Subject	Course #	Course Title	Credits

Reason for Overload:

\_\_\_\_\_

\_\_\_\_\_  
Dean's Office Approval

\_\_\_\_\_  
Date

### Part Three: Student Acknowledgement

For the the fall and spring semesters, registration above 18 credits will result in an Excess Credit Fee for each credit beyond 18 credits at a rate equal to the charge for one credit of part-time registration. Please visit [www.ccsu.edu/bursar](http://www.ccsu.edu/bursar) for additional details. **The excess credit fee is non-refundable and will not be negated if you subsequently drop any of the excess credits.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit the completed form to:  
Office of the Registrar, Willard-DiLoreto, Room D202  
Fax (860) 832-2250, E-mail [regstaff@ccsu.edu](mailto:regstaff@ccsu.edu)