



Credit Overload

Purpose: Used by all students requesting approval to exceed the maximum credit load of a college/school.

Student Instructions:

1. Register via CheckMarq for the maximum number of credits you are allowed before completing this form.
2. Complete Section 1 & 2 of this form, using a computer.
 - a. a handwritten form will **not** be accepted.
 - b. an incomplete form or this form without your rationale letter, will not be processed and will be returned to you for completion.
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 3; a digital signature is **not** acceptable.
5. Obtain the signature of your adviser in Section 4, if required.
6. Write a rationale letter explaining your need for the credit overload.
7. Submit this form along with your rationale letter to your college/school dean's office for review, before the last day of registration for the class listed below.

Note:

- a. this approval will not apply if a class section is full. You must obtain a permission number to enroll in a full section.
- b. if approved, you will be registered for the class. If denied, you will be notified by your college.

College/School Instructions:

1. Designate approval or denial, stamp the form in Section 5 and notify the student.
 2. If **before** the Add/Drop deadline, register the student.
 3. If **after** the Add/Drop deadline, OTR will register the student.
 4. Scan the form to the Office of the Registrar via ImageNow.
- Note:** If this credit overload request is approved for enrollment in an Independent Study, this form must be sent with the Independent Study course form.

Section 1: Student Information

Name _____ MUID _____
 Last name, First name, Middle name

Email _____@marquette.edu

College/School _____ Major/Program (e.g. Philosophy) _____ Expected Graduation Term _____

Section 2: Course Information

I hereby request to be registered for a total of _____ credits, during _____ Term/Year. If approved, please register me in the following course:

Subject Code (e.g. ENGL) _____ Catalog Number (e.g. 1001) _____ Section Number (e.g. 101) _____ Class Number _____

Associated Class Numbers (for Lab, Quiz, Discussion, etc.) _____ Permission Number (for Consent or Override, if necessary) _____

Section 3: Student Signature

I request to be allowed to exceed the maximum credit load of my college/school as indicated above and clearly understand the requirements and additional work needed to be successful with this overload. I am attaching my rationale for this request to this form.

Signature of Student _____ Date _____

Section 4: Adviser's Signature

An adviser's signature is required for students in Arts and Sciences, Engineering, Health Sciences.

Signature of Adviser _____ Date _____

Section 5: College/School Approval

Approved Denied

College/School Stamp _____ Date _____

MAXIMUM CREDIT LOADS

UNDERGRADUATE COLLEGE	Fall/Spring	J Session	*Summer	GRADUATE AND PROFESSIONAL SCHOOLS	Fall/Spring	J Session	*Summer
Arts and Sciences.....	20	4	8/16	Dentistry.....	27	N/A	19
Business Administration.....	19	4	8/16	Graduate School.....	13	4	7/13
Communication.....	19	4	8/16	TAs and RAs.....	10	4	7
Education.....	20	4	8/16	Business Grad Programs.....	13	4	7/13
Engineering.....	20	4	8/16	Direct Entry MSN.....	16	N/A	16
Health Sciences.....	19	4	8/16	Graduate Dental Studies.....	18	N/A	18
Nursing.....	18	4	8/16	Health Sciences Professional.....	21	N/A	18
				Law.....	18	N/A	12

*Summer term maximum credit load: UG 8 credits per session, 16 total credits for the term; GS & GSM 7 credits per session, 13 total credits for the term. Law School: students may take no more than 7 credits during the first session and no more than 6 in the second session.