

**Massachusetts College of Liberal Arts
COURSE OVERLOAD FORM**

College policy defines a course overload as enrollment in more than 18 credits during a given semester. Students may register for a maximum of 18 credits during their assigned registration period. Any additional enrollments above 18 credits will require the below authorizations and are to be submitted during the add/drop period. All students registering for more than 18 credits and up to 21 credits must obtain the approval and signature of their Academic Advisor on this form (section A). Students seeking enrollment in more than 21 credits must obtain permission from their Academic Advisor, Department Chair and the Dean of Academic Affairs (section B).

Section A:

Student Name: _____

Student A#: _____

I request permission to enroll in _____ credits, during the Fall/Spring _____ semester (up to 21). Students interested in enrolling for more than 21 credits must complete section B below.

Student Signature: _____

I have reviewed the academic program and cumulative average _____ of this student.

- Approve
- Disapprove

Advisor Signature **Date**

Section B:

Students seeking enrollment in more than 21 credits in one semester must obtain the approval and signature of the individuals listed below.

I request permission to enroll for _____ credits, during the Fall/Spring _____ semester.

Student Signature: _____

I have reviewed the academic program and cumulative average _____ of this student.

- Approve
- Disapprove

Advisor Signature **Date**

- Approve
- Disapprove

Department Chair Signature **Date**

- Approve
- Disapprove

Dean of Academic Affairs Signature **Date**

Please return completed form to the Registrar's Office, Eldridge Hall.