College of Agricultural & Life Sciences
UNIVERSITY OF WISCONSIN–MADISON

Office of Academic Affairs
116 Agricultural Hall • 1450 Linden Drive • Madison, Wisconsin 53706
Main Line: 608-262-3003 • Fax: 608-265-5905
E-mail: academicaffairs@cals.wisc.edu

REQUEST – Credit Overload

Policy: Each full-time student is expected to take class and laboratory work totaling 12 to 18 credits per semester. Anyone desiring to take more than 18 credits must obtain permission in advance of registration from the advisor and the Office of Academic Affairs and Services. See the registrar's website for the definition of maximum credit load in the summer sessions.

Directions

Student must complete parts 1-4 of the request form AND attach an explanation of why the overload is being requested. Once complete, student must meet the Dean on Call for approval in the Office of Academic Affairs located in 116 Agricultural Hall. Dean on Call information is listed on the Academic Affairs website: **cals.wisc.edu/academics/undergraduate-students**.

1 Student Information

Name	**Last:**	**First:**		**Middle:**	
Student ID#	- -		**Phone #**	- -	
E-mail	***@wisc.edu***		**Expected Graduation Date**	**Term:**	**Year:**

2 Enrollment Information

Requested Semester for Credit Overload	**Term:**	**Year:**		**Requested Number of Credits**	

3 Advisor Approval

Major		**Department**	
Advisor's Name	**Last:**	**First:**	
Advisor's Signature		**Date**	

4 Student Acknowledgement

I understand that in order to take more than 18 credits in a semester or the maximum allowed during summer session, I must obtain permission in advance of registration from an advisor and the Office of Undergraduate Programs and Services as well as provide an explanation of why the overload is being requested.

I understand that I will be charged additional tuition if I register for more than 18 credits in a semester or the maximum allowed during summer session *(see http://registrar.wisc.edu/tuition_&_fees.htm)*.

Student's Signature		**Date**	

5 College Action

Internal Procedure: Date stamp, run transcript and hand to DOC prior to student meeting. After DOC either approves or denies request, DOC gives form to Front Desk for further action.

Date Received Stamp

Initial and Date Box Once Completed

Dean's Approval		**Overload Authorized**		**Copy sent to Student**		**Copy sent to Advisor (s)**		
Dean's Denial		**Reason for Denial**						

WHITE