

**Request for Credit Overload**  
MSU Billings Registrar's Office

**Overload of credits:** Students (undergraduate) must complete a request for credit overload form and return the form to the Registrar's Office (1<sup>st</sup> Floor McMullen Hall) with the proper signature. Graduate students request a credit overload through the Office of Graduate Studies.

- Any student not on academic warning may register for up to 18 credits per semester.
- Students on probation are restricted to 16 credits per semester while on academic warning or warning continued..
- Students who wish to register for a credit load in excess of 18 hours and have less than a 3.00 GPA must have approval of the department chairperson of the major department in which they are enrolled.
- Students who have a grade point average of 3.00 may register for up to 20 credits per semester without consent from anyone.
- Students who have a 3.00 GPA and wish to register for a credit load in excess of 20 credits per semester must have the approval of the department chairperson of the major department in which they are enrolled.

**Important Note:** The student is responsible for any additional tuition/fees associated with this request.

_____	_____	_____
Last Name	First Name	Student ID number
_____	_____	_____
Major	Class (Freshman, Sophomore, etc.)	Cumulative GPA
I request permission to register for _____	total credits.	_____
	Term	Date
Student's Signature _____		Date
Department Chairperson's Signature _____		Date