



# Request to Enroll in Credit Overload

The Standing of Students Committee approves student requests for exceptions to academic policies. This form is to be used to request to enroll in more than 18 credits for any term. The completed form should be submitted to the Registrar's Office for consideration by the Committee.

To be completed by student:

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

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

Total number of credits requested: \_\_\_\_\_ GPA: \_\_\_\_\_

Semester/Year:  Fall \_\_\_\_\_  Spring \_\_\_\_\_

Reason for Overload: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, course to be added: \_\_\_\_\_

I understand that registering for more than 18 credits will result in additional tuition charges as stated in the College Catalog.

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

To be completed by Adviser:  Approve  Disapprove

Reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Decision:  Approve  Deny  Resubmit

Comments: \_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu**

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