

Credit Limit/Overload

The College of Graduate and Continuing Education's academic year consists of two semesters (Fall/Spring), one Winter session, and two Summer sessions. Credit load limits are established to help ensure the success of each student and to protect the integrity of the academic experience. Students are encouraged to meet with their advisors for assistance in evaluating the demands of employment and personal responsibilities in determining the most appropriate course load.

The credit load limits are:

Undergraduate/Post Baccalaureate

Fall / Spring semester credit load limit: 12 credits

Winter Session credit load limit: 4 credits*

Summer Session I and II credit load limit: 7 credits each session*

*Due to the short duration of these sessions, overloads are generally not permitted

Graduate

Fall / Spring semester credit load limit: Credits not restricted
Winter Session credit load limit: 4 credits*

Summer Session I and II credit load limit: 7 credits each session*

*Due to the short duration of these sessions, overloads are generally not permitted. Graduate students are limited as indicated above unless matriculated in a specialized program.

A student may be considered to take a credit overload if the following conditions are met:

- Student has successfully completed 6 or more credits with Westfield State University
- Student has an institutional G.P.A. of 3.00 or above
- Student has no pending grades of "Incomplete"

Students interested in registering for more than the listed credit limit must obtain proper approval prior to the start of classes. Use the Request for Credit Overload form, available on the CGCE website, to seek approval.

Students wishing to overload must obtain approval from Dean of the College of Graduate and Continuing Education or designee (the Assistant Dean of Student Success or Student Success Coordinator). The decision will be final; there is no appeal.

Approval for overload does not guarantee enrollment, waive any course prerequisites or permit enrollment in closed classes. Forms must be submitted to the CGCE Student Success Coordinator.



College of Graduate and Continuing Education Request for Credit Overload Form

STUDENT INFORMATION

Name: _____ Date of Birth ____/____/____

Student ID#: _____ WSU E-mail: _____

Student Type: (circle one) Graduate Undergraduate/Post Baccalaureate
Non-Degree Graduate Non-Degree Undergraduate/Post Baccalaureate

Program of Study: (Degree seeking students only) _____

Institutional Cumulative G.P.A.: _____ Do you have any "Incompletes"? (circle one) Yes No

COURSE INFORMATION

Semester/Session requested: (circle one) Fall Spring Winter Summer I Summer II

Please list your proposed course schedule in the space provided below:

Course Number and Title	Section	Credits
Total Credits Requested		

Please list any additional commitment(s) for the semester/session of the overload request (i.e. employment)

Reason for the request to overload: (A detailed explanation can also be attached to this form.) _____

SIGNATURE By signing below, I certify the above information is accurate and complete. I understand that requests are not effective unless I obtain the required approvals below and that I will be held to all academic standards, and the refund and withdrawal policies without exception or consideration due to overload in credits. Approval for overload does not guarantee enrollment, waive any course prerequisites, or permit enrollment in closed classes. If approved, I understand I will not be registered automatically for any course or section and I assume all responsibilities for adjusting my schedule (dropping and adding) as needed during the published schedule adjustment period.

Signature: _____ Date: _____

APPROVAL

Total Credits Granted: _____

Date: _____
Dean of Graduate and Continuing Education (or designee)