



Request to Exceed 18 Credits

Student ID Number: _____ Date: _____

Student Name: _____

Email address: _____ Phone: _____

Total credits requested for term in question (Lacey campus and elsewhere): _____

Name of course(s) you want to add: _____

Is this course at an Extension center (Ft Lewis, McChord)? Yes No

Reason for Request

(attach a written request if more space is needed)

Approval Signatures

(must be signed in order)

1. Advisor: _____ Date: _____

2. Vice President for Academic Affairs:

_____ Date: _____

- Overload requests are not granted to students in their first semester at SMU, or students who have not yet received a full semester's set of grades (12-18 cr.) from SMU.
- Overload requests will not be approved for over 20 semester credits in one semester (this includes classes taken at the military extension campuses).
- Overload requests are approved on a one-time basis and do not set precedence for future overloads.
- An unofficial transcript must be submitted with this request. Transcripts with failing grades (F), incompletes (I) or withdrawals (W) will usually cause a request to be denied.