

Saint Martin's University  
Lacey, Washington  
**Request To Exceed 9 Credits**

Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Phone \_\_\_\_\_

Total credits requested for term in question (Lacey campus and elsewhere) \_\_\_\_\_

**Reason for Request**

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**Approval Signatures**  
(must be signed in order)

1. Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

2. Vice President for Academic Affairs:  
\_\_\_\_\_ Date: \_\_\_\_\_

Received in Records Office: \_\_\_\_\_ 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.