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

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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.