

Student Name: _____
LAST FIRST MIDDLEStudent ID: _____ Semester: Fall Spring Year: _____Class: FR SO JR SR Financial Aid Recipient: Yes No

This form should be completed only if the student has a compelling need to take in excess of the normal allotted number of credits for the student's program of study: 21 credits for Music or Dance & Theatre majors, 21 credits for Castle Scholars, 19 credits for all other majors, 16 credits for students on academic probation. If approved, overloads will only be processed during the first week of the term.

Tuition Charges: Students enrolling beyond the maximum credits listed above will be billed at the credit hour rate for each credit hour enrolled over the maximum for their major. Students receiving financial aid will also require approval from the Financial Aid Office.

When registering for classes, students should register for all courses with limited seat availability as part of their normally allotted credit limit, and reserve the "overload" for independent studies, senior evaluations, internships, or other individualized courses of study, for which a delay in registration would not cause the student to be closed out of the course.

Decisions on whether to approve requests to exceed the term credit limit will be made according to the following criteria:

1. Previously demonstrated academic excellence, as reflected by cumulative grade point average at the time of the request.
2. Previously demonstrated ability to successfully pursue to completion all registered credits in prior semesters of study
3. Demonstrated academic necessity to pursue an increased course of study in order to maintain satisfactory progress for degree completion.

If the request is approved and there are no current registration holds, the requested course will be added to the student's upcoming term schedule and the student will be notified of the addition. If the request is denied, students may discuss further with their academic dean.

Number of credits currently enrolled: _____ Cumulative GPA: _____

Number of credits if overload approved: _____ Declared Major(s): _____

Course(s) requesting to add: _____ **Please attach completed add/drop form.*

Rationale for seeking overload: _____

Have you ever withdrawn from coursework in a prior semester? Yes NoHave you ever withdrawn below 15 credits in a prior semester? Yes No

I agree to abide by all policies and procedures as stated in Manhattanville College's publications including payment of all charges and collection fees.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Financial Aid Signature: _____ Date: _____
(if receiving financial aid)

Dean Signature: _____ Date: _____

RETURN COMPLETED FORM TO:

Manhattanville College Registrar's Office ♦ Reid 3rd Floor ♦ 914-323-5337 ♦ registrar@mville.edu