

Reviewing a Credit Overload Form

The purpose of this guide is to provide instructions for reviewing a credit overload request through Ellucian Workflow.

1. A notification will be sent to your Mason email address. Click on the button, **View case in workflow**, then login using your Mason credentials.

NOTE: The emails will be sent from GMU Workflow Do Not Reply <wfnorply@gmu.edu>.

View Case in Workflow

2. Click on **Claim Task** in the top left corner. *NOTE: If the button doesn't display or the case does not appear, it has **already been claimed** by another approver and no further action on your part is required.*

CLAIM TASK This task is unassigned, click Claim Task to assign yourself.

3. Review the request. *NOTE: If this section is **blank**, this means the request was **submitted by an Advisor on behalf of the student**. The "Total Credits" displayed was entered by the Advisor when they submitted the form. They may include information in the "Reason for the overload."*

Proposed Additional Courses

This record list is empty or contains no data.

Total Credits:

19

It is very important to assess all of your commitments when requesting a credit overload. Refer to the [University Catalog](#) regarding Academic Load and Employment. Employment and other commitments for the semester of the overload

Reason for the overload

Test: Entering the reason for the credit overload request.

- I understand that requests are not effective unless I obtain the required approval.
- I certify that the above information is accurate and not in violation of the Honor Code.
- Acceptance of requests for Dean's review does not guarantee approval or a definite date when a decision can be reached.
- I have read and will comply with the rules, regulations, requirements and academic policies of my college and the university.
- I assume all responsibilities for adjusting my schedule as needed during the add/drop period. I understand that no late adjustments will be allowed if I do not register in that time period for an approved overload.

4. Enter a **Decision** and **Submit**. See below for specific types of approval.

Academic Advisor Approval. The form will route to the student's assigned Major Advisor (from Banner SGAADVR) or a provided list for NDU students. For NDG students, their form skips this approval and goes directly to the Dean/Level Approval.

Advisor Approval

Decision **1**

Approved

Total Hours Granted **2**

21

Decision Comments **3**

REQUIRED when Denied or Total Hours Granted is different than student's request.

SUBMIT

Dean or Level Approval. If a student does not have an assigned advisor, they are not in good standing, are an UG student (for BU: only if they request more than 21 credits), or are ND or GR, their form will require additional approval by either their college/school Dean's Office (UG or ND) or their Program Director (GR).

- If you **Approve** the request, you'll be able to affirm or adjust the Advisor Approved/Student Requested Total. If you change that number, Decision Comments are required.
- If you **Deny** the request, Decision Comments are required and will be emailed to the student as the reason for the denial.

Level/Dean Approval

Decision **1**

Approved

Advisor Approved/Student Requested Total

19

Department/Dean Approved Total **2**

19

Decision Comments **3**

REQUIRED when Denied or Total Hours Granted is different than student's request.

SUBMIT

5. A page confirming successful submission will appear.

A notification will be sent to the next approver, if applicable, in the workflow for their review.

Once approved by all approvers, the form will be sent to the Registrar's Office to update the student's academic record in Banner.

Regardless of the decision, the student will receive an email notification at the conclusion of the process, and a record of the request will be uploaded in Xtender.

For assistance, please contact regwf@gmu.edu.