Submitting a Credit Overload Request

Students

Students may request a credit overload by completing the Credit Overload form. Review the University Catalog for more details. The form will be reviewed by an advisor, and if applicable their college/school’s Dean’s Office. Once reviewed, notifications will be sent to the student to take any necessary next steps.

1. Sign in with your Mason credentials

   Review your student information

![Credit Overload](image)

Student Information

Name:
G Number:
Email:

Academic Level:
College:
Primary Program:
Major:

Cumulative GPA:

2. Select the requested term

   Only eligible terms will display where you’re registered for classes.

   **Requested Term**

   Select Requested Term

   Field is required

3. Search for the course(s) you want to add to your schedule

   Click ADD

   **Proposed Additional Courses**

   This record list is empty or contains no data.

   **At least one course must be added!**

   For more information on this topic, please contact regwf@gmu.edu.
Enter the CRN of the course, click GET SECTION DETAILS. Once displayed, click OK. Do this for each additional course you want to ADD.

**NOTE:** For variable courses, the form will count the lowest number in the Total. You can specify how many credits you intend to complete in your “Reason for the overload” box.

4. **Provide additional information and read the statements**
   The information you write here will be used to explain your ability to be successful in the additional courses and the reason you’re submitting the request. Read the statements and acknowledge by checking each box.

   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**

   List any employment or other commitments you'll have during the requested term

   **Reason for the overload**

   Enter your reason for requesting a credit overload

   - 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.
5. Type your name and Submit

To sign your request please enter your first and last name below.

First Name  Last Name  Date

Field is required  Field is required

6. Confirmation Email

You’ll receive an email with the details of your request in your Mason email. To check the status of your request, you can click on the button in your confirmation or wait to receive the decision by email.