

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



This form is used to request permission to increase your semester credit hour maximum

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

Field is required

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

Click ADD

Proposed Additional Courses

ADD

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.


The screenshot shows a form titled "Add" with a close button (x) in the top right corner. It features a "CRN" input field with a red border and a red exclamation mark icon, labeled with a circled "1". Below the input field is the text "Field is required". To the right of the input field is a green button labeled "GET SECTION DETAILS", labeled with a circled "2". Below the input field and button is a table with the following headers: "CRN", "Subject", "Course", "Title", and "Credits". The table is currently empty. At the bottom right of the form are two buttons: a yellow "CANCEL" button and a green "OK" button, labeled with a circled "3".

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 

Field is required

Reason for the overload

Enter your reason for requesting a credit overload 

Field is required

- I understand that requests are not effective unless I obtain the required approval.
Field is required
- I certify that the above information is accurate and not in violation of the Honor Code.
Field is required
- Acceptance of requests for Dean’s review does not guarantee approval or a definite date when a decision can be reached.
Field is required
- I have read and will comply with the rules, regulations, requirements and academic policies of my college and the university.
Field is required
- 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.
Field is required

5. Type your name and Submit

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

First Name

Field is required

Last Name

Field is required

Date

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.