<div align="center">Credit Overload Request</div>

Purpose: SVC students may enroll in up to 21 credits each quarter. An overload request is a formal application to take more credit hours than the standard course load allowed. To enroll in more than 21 credits, you must submit an overload request signed by an advisor or faculty member to the Dean of Enrollment Services.

Instructions:
- Meet with an SVC advisor or faculty member to discuss options and receive a recommendation.
- Complete the required student information below.
- Both you and the advisor or faculty member must sign the form.
- By signing this form, you acknowledge that you have reviewed the SVC enrollment policy on our website.
- Emailed the signed and completed form to enrollment@skagit.edu with Credit Overload Request in the email subject line.

Processing Time:
- Petitions should be submitted at least 1 week prior to the start of the quarter in which you are requesting an overload.
- Please allow 2-3 days for processing. If you don't receive a response after 2-3 days, email enrollment@skagit.edu to ask about the status of your request.
- If your overload request is approved, you will be notified that your credit limit has been increased, and you will be able to enroll in the class.

Student Information:

Name: _____ **ctcLink ID #:** _____
       Last   First   MI

Email Address: _____ **Phone Number:** _____

Term Requested: ☐ Fall ☐ Winter ☑ Spring ☐ Summer **Year:** _____

Number of Additional Credits Requested: _____

(required)   Course Title:

               Course NBR:

State the reason(s) for your overload request. Explain what measures you will take to manage the additional credit load.

I certify that I have read SVC's policies regarding this request.

Student Signature: _____ **Date:** _____

Faculty - Advisor - Dean Use Only

Advisor or Faculty Comments: _____

☐ Recommend ☐ Do not recommend **Signature:** _____ Date: _____

Dean Comments: _____

☐ Approve   ☐ Deny   **Dean Signature:** _____ Date: _____

Registrar Use Only

Action Taken: ☐ Processed & student notified: Date: _____