

# ARC 300P

## Credit Overload Procedure

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### Requesting a Credit Overload:

1. Prior to the start of the term, students requesting to take more than 18 credits in the term must complete the Credit Overload Request form and return it in person or by email to Advising and Career Services or the Faculty Advisor. The form is available at [www.clackamas.edu/forms](http://www.clackamas.edu/forms).
  2. Advising and Career Services or the Faculty Advisor will notify student of the decision.
    - a. **In Person:** If the request is approved, the Advisor or Faculty Advisor will sign an add/drop form. The student is responsible for enrolling in the course(s) and paying for the course(s).
      - i. **Advising hours and contact information:**  
[Oregon City campus](#)  
[503-594-3475](tel:503-594-3475)  
[advising@clackamas.edu](mailto:advising@clackamas.edu)  
  
[Harmony campus](#)  
[503-594-0623](tel:503-594-0623)  
[philr@clackamas.edu](mailto:philr@clackamas.edu)  
  
[Wilsonville campus](#)  
[503-594-0959](tel:503-594-0959)  
[advisingwilsonville@clackamas.edu](mailto:advisingwilsonville@clackamas.edu)
    - b. **Email:** Student will be notified of a decision via their student email account (@student.clackamas.edu). Note: Requests sent by email **may take up to 5 business days to process.**
3. Advising and Career Services will retain a copy of the Credit Overload Request form and final decision in the student record.

### Appeal process:

If there are extenuating circumstances that may preclude automatic approval, the Director of Student and Academic Support Services or designee will review and determine status of Credit Overload requests for all students with extenuating circumstances. Students with extenuating circumstances must complete a written

explanation in the space provided on the Course Overload form, identifying the need for the credit overload.

**END OF PROCESS**

**Last Reviewed**

Last Reviewed and Updated	Date: 3.27.2019
Maintained By	Access, Retention, and Completion Committee (ARC)