

Term Summer Fall Winter Spring 20_____ Date _____

STUDENTS: PLEASE READ THE CRITERIA ON REVERSE SIDE BEFORE SUBMITTING THIS FORM

1. TO BE COMPLETED BY STUDENT
**Indicates required field*

Student ID* _____ Birthdate* _____

 Name* _____
First *MI* *Last*

 Mailing Address* _____
Street *City* *State* *Zip*

Phone* _____ Email* _____

Current Courses*		
Course Number (e.g. WR 121)	Course Title (e.g. English Composition)	Credits
Overload Courses*		

If you do not meet the criteria on the reverse side, state the reason for the request:

Please check to acknowledge the following statements and sign below*:

- I understand that if my credit overload request is approved, I accept responsibility for the grades I receive.
- I understand that it is my responsibility to drop my course(s) within the designated drop deadlines and accept any financial implications that may result from dropping my course(s).

Student Signature* _____

2. TO BE COMPLETED BY ADVISING AND CAREER SERVICES
 Approved Denied Comments: _____

Advisor / Faculty Advisor Signature _____ Date _____

Submit completed form to:
EMAIL: advising@clackamas.edu

IN PERSON: Advising and Career Services, Oregon City, Harmony, or Wilsonville campuses

MAIL: Clackamas Community College, Advising and Career Services, 19600 Molalla Ave, Oregon City, OR 97045

Credit Overload Criteria and Procedures

Students must fulfill all of the following criteria:

- Cumulative grade-point average (GPA) of 3.00 or higher;
- All courses for the term requested are applicable to student's program of study;
- Completed 15 or more college credits per term in at least two prior terms with a minimum term GPA of 3.00 and without receiving any grades of F, W, or N in those terms;
- No pending Incomplete (I) grades;
- Total credits for the term cannot exceed 22

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.

Advising & Career Services contact information:

Oregon City campus
503-594-3475
advising@clackamas.edu

Harmony campus
503-594-0623
philr@clackamas.edu

Wilsonville campus
503-594-0959
advisingwilsonville@clackamas.edu

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).
 - 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.