

CREDIT OVERLOAD APPLICATION

Submit this form to the Office of the Associate Dean: in person (NVC 8-265) or via email to WSAS.AssocDean@baruch.cuny.edu.

Students in the **Weissman School of Arts and Sciences** must have an **overall GPA of 3.0 or higher** to receive a credit overload.

Please note the following restrictions:

1. **This application is only for official Weissman students who have completed a major form with a faculty advisor in the relevant academic department.**
2. First semester transfer students are not eligible.
3. Students with unresolved INC grades are not eligible.
4. Students enrolled in CSTM/FSPM courses, MTH 1023, and/or ESL courses are not eligible.
5. Approval for a credit overload does not waive course prerequisites.
6. Approval is not equivalent to permission to enter closed courses.
7. The maximum credit overload for the fall and spring semesters is 21 credits.
8. A maximum of five courses may be taken for the summer, with a limit of three courses in one summer session.
9. A maximum of three courses may be taken for the winter session.

PRINT CLEARLY:

Name: Last	First	MI	CUNY EMPLID
@baruchmail.cuny.edu			Phone Number
Major	GPA		

Circle the number of credits requested for: **Fall:** 19 – 20 – 21 **Spring:** 19 – 20 – 21

Summer I courses/credits: _____ **# Summer II courses/credits:** _____ **# Winter courses/credits:** _____

PLEASE READ AND SIGN:

Credit overloads require serious consideration and commitment to your academic pursuits. It is strongly recommended that you do not work or significantly reduce your present workload. Please make sure you have enough time to dedicate to the course load you are requesting.

Students who are registered for credit overloads may not alter their schedules once the semester or session has begun, and those with approved overloads will have holds placed on their records, preventing any registration changes (add, drop, or swap). Anyone who wishes to rescind an overload request before the semester officially begins, or who wishes to adjust his or her schedule during the late registration period while maintaining the approved overload must contact the Office of the Associate Dean for assistance (VC 8-265; WSAS.AssocDean@baruch.cuny.edu; 646-312-3890). Requests to go below the approved number of semester credits require an appeal to the Weissman Committee on Academic Standing, which is also based in the Associate Dean’s Office.

I, _____ understand that **I MAY NOT WITHDRAW** from any courses once school begins while my credit overload is in use.

Office Use Only

Approved _____	Denied (Reason) _____	Authorized Signature & Date _____
GPA _____		Student notified via email _____