



**College of  
Menominee  
Nation**  
KESHENA • GREEN BAY

# OVERLOAD PERMISSION REQUEST

Students with a 3.00 term GPA or higher for two consecutive terms may file an Overload Permission Request to exceed the maximum student credit load limit of 18 credits. Chief Academic Officer Permission is required.

Date

Student ID

Student Name

Course Number and Title

Semester

Total Credits

Student Signature

Date

DETERMINATION OF REQUEST:       Approved       Not Approved

Comment:

Chief Academic Officer Signature

Date

*For office use only*

\_\_\_\_\_  
Date received and initials  
Original/ Student file

\_\_\_\_\_  
Date processed and initials Scanned  
copies to student and ASC

## **Overload Permission Request Procedure**

1. The student will meet with a Academic Success Coach (ASC) to complete the form.
2. The ASC will verify the student meets the 3.00 term GPA or higher for two consecutive terms requirement.
3. The ASC will make an appointment to meet with the Chief Academic Officer.
4. The ASC and student will meet with the Chief Academic Officer.
5. If approved, the ASC will submit the document to the Registrar.
6. The Registrar will date and initial submission.
7. The Registrar will scan document and send via email to the ASC and student. This will serve as official notification.
8. The Registrar will date and initial the form to indicate the overload permission request was processed.
9. The original form will be placed in the student's academic file in File Director.