

Request for Course Overload

Students may register for no more than eighteen credits in any one semester. Sixteen credits per semester for eight semesters (a total of 128) are required for the baccalaureate degree and constitute the normal student course load. Students wishing to take more than eighteen credits in a given semester must have approval. This approval typically requires a minimum GPA of 3.0, the endorsement of the student's academic advisor or department chairperson, and the authorization of the appropriate dean in the Office of the Dean of the College.

Student Name: _____

ID#: _____ Year of Graduation: _____

Major 1: _____ Major 2 or minor: _____

Semester requested: ____ Fall ____ Spring Year: _____

Cumulative GPA: _____ Number of credits you propose to take: _____

Please list your proposed schedule in the space provided below:

Course Title and Number:

Credits:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please provide a clear and concise explanation describing your reason(s) to request an overload. It may also helpful if you outline a course sequence plan for subsequent semesters (a detailed explanation can be attached to this form).

Approved by: _____ Date: _____

Academic Advisor

Or

Departmental Chairperson Major

Approved by: _____ Date: _____

Academic Dean

Student Signature: _____ Date: _____

By requesting this overload, I am agreeing to manage my workload accordingly and am aware of the deadline to drop or withdraw from course while maintaining my full time status. Requests to withdraw after the deadline will most likely not be approved unless I have extenuating circumstances.