

## 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. Note: students may not take more than 20 credits. **A per credit Overload Fee will be applied to all credits over eighteen credits per semester.**

**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:

<b>Course Title and Number:</b>	<b>Credits:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

Additionally, I confirm that I understand the financial impact of this course overload.

Overload Fees for course overloads only will be subject to the College's refund policy.