REQUEST FOR OVERLOAD

INSTRUCTIONS:

A normal load is 15-18 credit hours per semester. The normal load may be exceeded under the following circumstances:

- The Academic Advisor may approve as many as 19 hours if the curriculum of the department specifically calls for more than 18 hours.
- In special cases exceptions to the 19 or more hours requirement may be made with the approval of both the department chairperson and the academic dean.
- Any senior may schedule a maximum of 21 hours if the overload will allow the student to graduate in that semester.
- On the approval of both the department chairperson and the academic dean, a student may schedule an overload not to exceed 21 hours if,
  
  - The student has a 3.00 cumulative average (minimum)
  - During the previous semester the student carried 15 or more hours, and did not fail any course and earned a 3.00 grade point average (minimum).

**NOTE:** A student may not register for any course at another institution when in regular attendance at Delaware State University unless the student has the approval of both the department chairperson and the academic dean. In both cases, the hours taken will be considered a part of that semester's total academic load.

**Directions to Submit form:**

The student should;

- Neatly print all information requested on form.
- Have the information verified by their Academic Advisor, Department Chairperson, appropriate Academic Dean, and the Records Office.
- Obtain all necessary signatures
- Sign the **REQUEST FOR OVERLOAD** form and attached it along with the **Registration** form and **Notice of Class Change**
- Turn-in completed forms into the Records Office.
REQUEST FOR OVERLOAD

OFFICE OF THE REGISTRAR
1200 N. DuPont Highway
DOVER, DELAWARE 19901
Phone: 302-857-6375
Fax: 302-857-6379

Name: ___________________________________________  ID#: _______________________

Last, First M.I.

Major: ___________________________ Anticipated Graduation Date: _______________

Semester Requesting Overload: Fall Year _________ Spring Year _______
Date of Last Semester in Attendance Prior to this Request: ______________________
Number Hours in Normal Load in Curriculum during Current Semester ____________

<table>
<thead>
<tr>
<th>Total Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semesters on Probation</td>
</tr>
<tr>
<td>Semesters in Attendance</td>
</tr>
<tr>
<td>Current Semester G.P.A</td>
</tr>
<tr>
<td>Cumulative G.P.A.</td>
</tr>
<tr>
<td>Total Hours currently registered</td>
</tr>
<tr>
<td>Total additional Hours requested</td>
</tr>
</tbody>
</table>

Reason for Overload: ___________________________________________________________________
___________________________________________________________________________________

Date: ___________ Student’s Signature: ____________________

Date: ___________ Advisor’s Signature: ____________________

Date: ___________ Approved by: __________________________
Department Chairperson

Date: ___________ Approved by: __________________________
Dean

Revised 9/08