

REQUEST FOR OVERLOAD

INSTRUCTIONS:

The Request for Overload form should be submitted with the student's registration form if the student is registering for 20-23 credit hours OR with the Notice of Class Change if the addition will result in the student requesting 20-23 credit hours.

A student with a minimal 3.00 cumulative average and has passed at least 12 credit hours the previous semester may register for an

overload not to exceed 23 credit hours with the recommendation of their Academic Advisor and the approval of

- a. Department Chair
- b. Academic Dean

Directions to Submit form:

1. Student should neatly print all information requested on form and sign form.
2. Student should have the information in part I and part II verified by their Academic Advisor, Department Chairperson, appropriate Academic Dean, and the Records Office. Each individual should initial and date the information.
EXCEPTION: Approval by the Dean of school of the student's major.
3. Signed form along with Registration form or Notice of Class Change form shall be turned into the Records Office.

REQUEST FOR OVERLOAD
DELAWARE STATE UNIVERSITY
OFFICE OF RECORDS AND REGISTRATION
1200 N. Dupont Highway
DOVER, DELAWARE 19901
Phone: 302-857-6375
Fax: 302-857-6379

Name: _____

ID# _____ Major: _____

Anticipated Graduation Date: _____

Semester Requesting Overload: Fall _____ Spring _____
Year Year

Last Semester in Attendance _____

Total Hours Completed	
Semesters on Probation	
Semesters in Attendance	
Last Semester G.P.A.	
Cumulative G.P.A.	
Total Hours currently registered	
Total additional Hours requested	

Reason for Overload _____

_____ Date _____ Student's Signature _____

Date _____ Advisor's Signature _____

Date _____ Approved by: _____
Department Chairperson

Date _____ Approved by: _____
Dean

NOTE: A student may not exceed 23 credit hours each semester. For all course overloads, undergraduates will be assessed a fee equivalent to the cost-per-credit for each hour that exceeds 19 credit hours each semester.