

REQUEST FOR OVERLOAD

INSTRUCTIONS:

The Request for Overload form should be submitted with the student's registration form if the student is registering for 19 or more credit hours OR with the Notice of Class Change if the addition will result in the student requesting 19 or more credit hours.

- 1. On the recommendation of the Academic Advisor, the Department Chairperson may approve as many as 19 hours if the curriculum of the department specifically calls for more than 18 hours.**
- 2. On the recommendation of the Academic Advisor and the approval of the Department Chairperson, and the appropriate Academic Dean, a student may schedule an overload not exceed 21 hours if a student has a 3.00 cumulative average (minimum) and if, during the previous semester, he/she carried 12 credits and he/she did not fail any course and earned a 3.00 grade point average (minimum).**

Directions to Submit form:

- 1. Student should neatly print all information requested on form and sign form.**
- 2. Student should have the information 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.**

