

Office of the Registrar
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OVERLOAD PERMISSION REQUEST

The following student credit loads have been established for undergraduates:

Maximum Student Credit Loads

2-3 week term	3 credits
4 week term	6 credits
7-8 week term	9 credits
13-14 week term	18 credits (Fall or Spring Semester)

Policy: In unusual circumstances, undergraduate students with a cumulative 3.0 GPA or higher may file a request to exceed the maximum student credit load limits. A student may take no more than 4 credits in a 2-3 week term and no more than 21 credits in a semester. Final decisions on overload requests are made by the Dean/Division Chair/Program Director.

Note: If granted, the student is required to pay an additional charge per credit for more than 18 credits. A student on Academic Probation may not register for more than 12-13 credits.

Procedure: Return the approved Overload Permission form to the Office of the Registrar along with a Course Registration form which must indicate the course to be added to your student schedule.

Student's Name: _____ **Date:** _____

Telephone or e-mail address: _____

Last Term/Semester GPA: _____ Cumulative GPA: _____
(3.0 or higher required)

Overload will take place: _____ Total Credits to be taken: _____
(Semester / Year) (Including overload)

Number of weeks in term: _____ Course/Section number: _____
(See above) (add to student schedule)

Rationale: _____

Academic Advisor Signature /Date

Dean/Division Chair/Program Director Signature/Date

cc: Academic Advisor
Student file

Date/Initial Processed in Registrar's Office: _____
Revision Date: 11/01/10