



REQUEST FOR COURSE OVERLOAD

STUDENT NAME _____

STUDENT ID _____

SCHOLARSHIP? No Yes, NAME _____

CUMULATIVE GPA _____

I am currently enrolled in the following courses

I am requesting approval to take the following course(s) as overload

My request is justified as follows

Instructions

1. Course overload is defined as registration for more than 5 courses in the Fall or Spring semester, or 3 courses in either Summer session.
 - a. In the School of Business Administration, course overload is defined as registration for more than 15 credit hours in the Fall or Spring semester, or 9 hours in either Summer session
 - b. In the School of Engineering, course overload is defined as registration for more than 16 credit hours in the Fall or Spring semester, or 9 hours in either Summer session
 - c. In the Department of Architecture, course overload is defined as registration for more than 18 credit hours in the Fall or Spring semester
2. Requests for overload are accommodated as an exception, and the school or department's decision is based on the following conditions:
 - a. Student's GPA
 - b. Student's need to stay in sequence
 - c. Student's need to graduate by the Spring semester
3. Requests are reviewed by your Advisor and the Chair/Dean, and a recommendation is given accordingly.

Students on a scholarship are not allowed to overload and are kindly requested to seek further approval/clarifications from their sponsor.

I, the undersigned, understand that, if my request is successful, I will be taking the course at my own risk, with the full understanding that I am solely responsible for any outcome.

STUDENT'S SIGNATURE _____

DATE _____

DEPARTMENT / SCHOOL DECISION, IN CONSULTATION WITH THE COURSE INSTRUCTOR

CHAIR / DEAN'S SIGNATURE _____

DATE _____

Academic Advising Center