Course Overload Request

Please note that meeting basic criteria does not guarantee a request for credit overload will be granted, as your circumstances are reviewed fully.

There are three ways to qualify for an overload of 19 hours (requests for 20 or 21 hours are rarely granted and typically reserved for seniors who need the hours for graduation or students in truly extenuating circumstances):

- You earned a cumulative GPA of at least 2.500 and previous semester GPA of at least 3.000.
- You require an overload to graduate in the term requested.
- You obtain special permission from a dean.

If granted, credit overloads go into effect day before the first day of classes of the term

Name __________________________________________ PID __________________________________________
Department __________________________ Term (semester/year) __________________________

The above names student requests authorization to course overload for a total of ________________

credit hours.

Previous semester GPA: __________

Hours enrolled in previous semester: __________

Cumulative GPA: __________

Explanation for Overload: _________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Student’s signature ____________________________ Date ______________________

Advisor’s signature ____________________________ Date ______________________

Please return this form to the Office of Student Affairs (263 Rosenau) for Dean’s signature before the start of the term/semester.

Dean Signature ____________________________ Date ______________________
Laura Linnan, ScD
Associate Dean for Academic Affairs

*Updated June 2018