

# REQUEST TO SCHEDULE AN OVERLOAD

920 \_\_\_\_\_  
 Student ID Number      Last Name      First      MI      Total Hours Proposed

\_\_\_\_\_  
 Term / Year      Cumulative GPA      Last Term GPA      Classification      Major

**TYPE OF OVERLOAD REQUESTED:** (Please ✓ one of the following)

**Regular Semester Requests:**

✓	Graduate / Undergraduate	Overload Requesting	Approvers Needed
	Undergraduate	GPA of 3.5 or higher during last term of enrollment, registering for 19-21 hours	Advisor
	Undergraduate	GPA less than 3.5 during last term of enrollment, registering for 19-21 hours	Advisor and Department Head
	Undergraduate	Registering for 22 hours	Advisor, Department Head and Dean
	Undergraduate	Registering for 23 or more hours	Advisor, Dept. Head, Dean & Asst. Vice Chancellor
	Graduate	Registering for 16 or more hours	Advisor, Department Head and Graduate Dean
	Graduate	With an assistantship, registering for 13 or more hours	Advisor, Department Head and Graduate Dean

**Summer Semester Requests:**

✓	Graduate / Undergraduate	Overload Requesting	Approvers Needed
	Undergraduate	Registering for more than 6 hours in the same session	Advisor, Department Head and Dean
	Undergraduate	Registering for more than 16 hours for the entire summer semester	Advisor, Department Head and Dean
	Graduate	Registering for more than 6 hours in the same session	Advisor, Department Head and Graduate Dean
	Graduate	Registering for more than 16 hours for the entire summer semester	Advisor, Department Head and Graduate Dean

**REASON FOR THE OVERLOAD:** \_\_\_\_\_

**PROPOSED CLASS SCHEDULE:**

Course ID, Number and Section	Course Title	Credit Hours	Instructor

**Approvals: Obtain ONLY those approving signatures required for the request being made.**

(1) \_\_\_\_\_ Date \_\_\_\_\_ (4) \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor      Dean (Undergraduate or Graduate)

(2) \_\_\_\_\_ Date \_\_\_\_\_ (5) \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head      Assistant Vice Chancellor

**Note: Upon completion, please submit form to the Office of the Registrar, 206 Killian Annex, for processing.**

<b>OFFICE USE ONLY</b>	
Processed by: _____	Date: _____