

REQUEST TO SCHEDULE AN OVERLOAD

920

Student ID Number

Last Name

First

MI

Email

Term / Year

Cumulative GPA

Last Term GPA

Major

Total Hours Proposed

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)

Primary Advisor

Date

(4)

Dean (Undergraduate or Graduate)

Date

(2)

Department Head

Date

(5)

Assistant Vice Chancellor, Student Success

Date

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

OFFICE USE ONLY

Processed by:

Date: