

## Approval for Course Overload

**As specified in the University's Course Hour Load/Course Overload policy:**

The course hour load for a full-time undergraduate student is 12-19 semester hours for the fall and spring semesters, and 12-15 semester hours for the summer term. During semesters or terms in which compressed course formats are offered, the University reserves the right to further limit the number of hours for which a full-time student may enroll. **No student may take more than 24 semester hours in a given term. To qualify for approval of a course overload, an undergraduate student must have an institutional grade point average of at least 2.50.**

The course hour load for a full-time graduate student is nine (9) semester hours in any term. The maximum course load for a graduate student is twelve (12) hours in any term. Course overloads will not normally be approved for graduate students. In extenuating circumstances, a graduate student may submit a request for an overload to the appropriate College Dean for review.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Semester/Year for Overload: \_\_\_\_\_

Total Course Hour Load Requested: \_\_\_\_\_

Current Institutional GPA: \_\_\_\_\_

Justification for Overload [required; attach additional sheets (plan of study, proposed schedule) as necessary]:

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Advisor's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

College Dean Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

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**For Office of the Registrar - Student Records Use Only**

Processed by \_\_\_\_\_ Date \_\_\_\_\_