

Coursework Overload Request

A maximum load of 18 semester credit hours has been established for undergraduate students. For the summer session this maximum will be 9 semester credit hours. Students must obtain special approval from their college for any hours above these maximums. A non-refundable surcharge is made for each credit hour over 18 credit hours (9 credit hours for summer session).

To qualify for an overload a student **must** have:

- 1) a cumulative GPA of 3.0 or higher
- 2) at least 30 earned credit hours

The following information, provided by you, together with your academic record will be reviewed. If the request is approved, an authorization will be issued.

Student Information:
Name: _____ Banner ID#: _____
Phone Number: _____ E-Mail: _____
Date: _____ Semester that Overload is Needed: _____
Major: _____ Current GPA: _____ Current Earned Hours: _____
Hours a week you work: _____ Total Credit Hours Over 18 needed: _____
Course(s) Requesting to Add (Title and Course Code): _____
Reason for Request: _____ _____ _____

For Office Use Only
Overload Approved: YES NO
If "NO", reason or comments: _____
Signature _____ Date _____ Print Name _____
Credit Update: _____ By: _____ Date
Student Contacted: _____