



# 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: \_\_\_\_\_

College: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Current Earned Hours: \_\_\_\_\_

Number of hours you work a week: \_\_\_\_\_ Total Hours Requested: \_\_\_\_\_

Currently Registered for: \_\_\_\_\_ Request to Add: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

**Overload Approved: YES NO**

If "NO", reason overload was denied: \_\_\_\_\_

\_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Change of Data Entered: \_\_\_\_\_ By: \_\_\_\_\_