

SEMESTER HOUR OVERLOAD REQUEST



In exceptional cases a student may apply for permission to carry more than seventeen semester hours.

The following regulations apply to all Course Overloads:

- ◆ Recommendation of the student's academic advisor or department chair and the approval of the Registrar required.
- ◆ Cumulative grade point average of 3.0 required.
- ◆ Student must have received no grades of incomplete during the previous two semesters.
- ◆ Student is expected to limit outside employment.

State the reasons for requesting this exception:

Name _____ Student Number _____

Email _____ Course section desired _____

Please complete the following information:

____ (check here) I have not received a grade of incomplete during the previous 2 semesters.

I intend to limit outside employment to _____ hours per week.

My cumulative grade point average is: _____

Semester in which overload will be taken:

Total semester hours if overload is granted _____ Current Class Level (Circle One) FR / SO / JR / SR

Signature _____ **Date** _____

APPROVAL:

Department Chair or Advisor _____ Date _____

Registrar's Signature _____ Date _____