

## Policy on Course Unit Overloads

**Definition.** In certain specific cases, the Registrar may grant permission for a student to enroll in more than the maximum units allowed by their Degree, up to one course unit at no additional tuition charge. Approval will only be considered for students who have achieved Sophomore and higher class standing, and only for academic work in the fall or spring semesters. No overloads will be granted for the May Term.

**Criteria.** The Registrar will evaluate applications for permission to take an overload on an individual basis. The primary general concern in judging applications is the academic welfare of the student involved. Specific criteria may involve the following:

- Demonstrated academic ability. The faculty have established a GPA of 3.25 as a minimum requirement in this regard. Applications from seniors whose cumulative GPA is below this standard may be considered, but only where there is a clear and compelling need which warrants an exception.
- A clear statement of the reasons for desiring to take the overload.
- The availability of other alternatives for achieving the individual's goals.
- The total planned course schedule for the term in which the overload is desired.
- The student's career plans and the extent to which the overload may be relevant to them.
- Other relevant information provided by the student.

**Procedures.**

- Complete the attached *Academic Overload Application* form.
- Consult with your academic advisor; your advisor's signature is required.
- Submit the completed form to the Office of the Registrar before attempting to enroll in an overload. You will not be able to enroll in an overload until the Registrar has received this form and granted approval.

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# Academic Overload Application

Name: \_\_\_\_\_ ID: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

 I request to overload in the  FALL  SPRING of \_\_\_\_\_ (year).

What is your intended course schedule for the term?

	CRN	Department	Course #	Sec. #	Title	# of Units
<b>Overload Course</b>						
You must also list						
ALL other courses						
you intend take						
for the term.						

**Total Units (including overloading unit(s)):** \_\_\_\_\_

Reasons for desiring an overload:

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Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Advisor's Signature indicates approval)*

**\*\*\* Do not write on this side \*\*\***

**\*\*\* For Registrar's Office use only \*\*\***

Date Received: \_\_\_\_\_

GPA: \_\_\_\_\_

Total course units earned at the end of the previous term: \_\_\_\_\_

Class standing at the end of the current term:  FR  SO  JR  SR

Additional information needed or obtained in conference:

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Registrar decision:

Grant \_\_\_\_\_

Deny \_\_\_\_\_

Hold for Grades \_\_\_\_\_

Registrar's Signature \_\_\_\_\_

Date \_\_\_\_\_

Notification of Decision:

\_\_\_\_\_ Student \_\_\_\_\_ Advisor \_\_\_\_\_ Registrar  
Date Date Date