



Office of Records

Phone: (719) 587-7321

Fax: (719) 587-7416

**Overload Approval Form**

**\*\*IMPORTANT\*\*** An overload form must be submitted when an undergraduate student wishes to take more than 20 hours in a semester. A tuition surcharge equivalent to the hourly part-time tuition rate will be assessed for each credit hour **OVER** 20 hours.

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PART I:

**TO BE COMPLETED BY STUDENT**

\_\_\_\_\_  
STUDENT NAME ID#

has requested permission to take \_\_\_\_\_ TOTAL ACADEMIC HOURS during \_\_\_\_\_  
Term Year

REASON FOR OVERLOAD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PART II:

**OFFICE USE ONLY**

Academic information is as follows:

*CUMULATIVE GPA* \_\_\_\_\_ *CLASSIFICATION: Fresh Soph Jr Sr HOURS EARNED* \_\_\_\_\_  
(circle one)

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PART III:

**TO BE COMPLETED BY ADVISOR AND VP FOR ACADEMIC AFFAIRS**

PERMISSION GRANTED \_\_\_\_\_  
PERMISSION DENIED \_\_\_\_\_

DEPARTMENT CHAIR  
PERMISSION GRANTED \_\_\_\_\_  
PERMISSION DENIED \_\_\_\_\_

ADVISOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

VPAA: \_\_\_\_\_  
DATE: \_\_\_\_\_

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Please return to the Records Office RH 188 after approval has been granted.