



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** 15 hours.

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PART I:

**TO BE COMPLETED BY STUDENT**

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

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 ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS**

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

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

ADVISOR \_\_\_\_\_

APAA \_\_\_\_\_

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

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

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