GRADUATE STUDENT OVERLOAD APPROVAL FORM

Any graduate student in good standing may enroll for as many as 15 semester hours with advisor approval. Over 15 semester hours is considered an overload. In summer session, one-day workshops are not included in the 15 hour total.

TO BE COMPLETED BY THE STUDENT

I, ____________________________________________, __________________________
Student Name Student ID

am requesting permission to take the following during ____________________________
Semester, Year

__________ Academic Hours

Reason for Overload______________________________________________________
_______________________________________________________________________
_______________________________________________________________________

___________________________________
Student Signature

Date

TO BE COMPLETED BY ADVISOR OR DEPARTMENT CHAIR AND DIRECTOR OF
THE GRADUATE SCHOOL

Permission granted_______ Permission denied_______

Advisor/Dept. Chair_________________________ Date__________

Assoc. Provost of Graduate School__________________ Date__________

Once advisor’s signature has been secured, please send to the Graduate School office in Richardson Hall, Room 166. The form will be signed and sent to the Records Office.