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.

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)

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: ______________

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

rev. 08/19/09