**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**

PERMISSION GRANTED _____  ADVISOR: __________________________
PERMISSION DENIED _____  DATE: __________________________

******************************************************************************
Please return to the Records Office RH 116 after approval has been granted.

Revised 4-2-2014 RM