

PERMISSION FOR OVERLOAD OF SEMESTER HOURS

Any Student who has a cumulative grade point average of less than **3.0** is limited to 19 hours of academic work, including credit and non-credit courses. A summer session normal load is 6/7 hours. Therefore, all students who are requesting overload **MUST have at least a 3.0** cumulative GPA, unless they are active in the Honors Program. Students will be charged a per hour fee for semester hours exceeding 19. Honors Program students may take up to 22 hours with no approval and no overload charges.

A student must have permission from the office of the Vice President of Academic Affairs before exceeding the hour loads designated above. This form must be completed and all signatures obtained before it is presented to the Vice President of Academic Affairs.

Student Name _____

Student ID # _____

Requested Overload Semester: Fall _____ Spring _____ Summer _____

Number of Semester Hours Requested: _____

Reason for Overload: _____

Advisor's Signature

Date

Department Chair Signature

Date

Dean Signature

Date

Final Approval Signature – VP of Academic Affairs

Date

