

Request for Course Overload

This form is to request permission to take more than 18 hours during the fall or spring semesters, or 10 credit hours in the summer term. Before completing this form, please review the requirements and disclaimer. Students must meet with their Academic Advisor to discuss their upcoming semester and future course plans before considering a credit hour overload. The final approval will be made by the Manager of Advising & Student Transitions, and an email will be sent to the student's Volmail regarding the decision.

To be considered for an overload you must:

- Have completed a semester with 12 or more credit hours
- Have a cumulative GPA of 3.0 or higher

Name _____ ID# _____

Request overload for semester/year _____ Number of hours requested _____

Reason for request _____

By signing this form, I understand that I am requesting to take more hours than are allowed for the semester as stated above. I have considered my obligations outside of school and the requirements to succeed in my courses and have met with my Academic Advisor. If my request is approved, I know that I am financially responsible for these hours, and to know the registration dates and deadlines for each class during the semester. I will contact my Academic Advisor if I need additional academic assistance.

Signature of Student _____ Date _____

Advisor Signature _____ Date _____

Approver Signature _____ Date _____

Approve _____ Deny _____

Reason for Denial _____
