



## UNDERGRADUATE OVERLOAD REQUEST

Student Name (Please print): \_\_\_\_\_ Student ID: \_\_\_\_\_

**Please read carefully before signing. See further instructions at bottom.**

**For the purpose of billing, a student's load is his or her load at the end of the official add period plus any additional credits for which the student registers after that date in the semester.** A student who registers for more than 17 credits or one who enrolls after the closing date of the add period is subject to an overload charge, regardless of whether the student drops a course after that date. See the Time & Room Schedule for overload fees (subject to change) and the add deadlines.

I wish to take a total of \_\_\_\_\_ credits during the \_\_\_\_\_ Semester of \_\_\_\_\_ Year

**I understand that I am responsible for this additional tuition, subject to the overload policy of the university and that by signing below authorizes the university to make those charges.**

\_\_\_\_\_  
Student Signature Date

**Registrar's Office Use Only**

Cumulative Grade Point Average:\* \_\_\_\_\_

Overload Credits: \_\_\_\_\_

Verified by: \_\_\_\_\_  
Registrar's Office Signature

\* New students must wait for their first semester GPA to be calculated prior to completing this form.

If your cumulative grade point average is under **2.33**, or if you are requesting more than **four** overload credits, you must secure the approval of your Advisor and the Associate Vice President for Undergraduate Studies.

**Academic Advisor:**

Approve       Disapprove

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Assoc. Vice President for Undergraduate Studies:**

Approve       Disapprove

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fill out this form and bring it to the Office of the Registrar for verification of your GPA. Secure all signatures that may be required and present this form when you register for your overload credits.**