

Appeal To Register For An Overload **College of Humanities & Social Sciences**

Fall or Spring: To be classified as a full-time student, you must be registered for at least 12 semester credit hours of coursework in the Fall or Spring semesters. A normal load is 15 semester hours.

The maximum load for a Fall or Spring semester is 19 hours.

Summer Terms: The normal undergraduate course load for a full-time student in summer school is two courses per session. **The maximum load for either summer term is 7 semester hours**, but a student may take 10 hours in Summer I if the additional course is completed during a mini session.

Overload: A student may appeal to the Dean to register for an overload. An overload is any course taken in excess of a maximum load as defined above. Overloads are granted rarely.

Requirements for Overload Approval: The following criteria will be considered by the Dean when an overload appeal is submitted:

- **Grade Point Average.**--- A minimum GPA of 3.0 for all university work is required;
- **Recent Grade History.** --- Academic performance in recent semesters must indicate success;
- **Student Classification.** --- A student should have completed a minimum of 60 hours;
- **Course Load.** --- The nature of all courses for which the student intends to register are considered, including all resident courses, correspondence courses, on-line courses, and extension courses at this and any other college or university;
- **External Factors.** --- The student's commitment to work-related activity, commuting time, and/or participation in campus activities will be considered;
- **Graduation Status** --- The overload is needed for graduation.
- **Other Consideration.** --- Completed internships, lower division military science courses, some activity-based kinesiology courses, and some performance-based courses in Dance, Theatre, or Music may be considered as exceptions regardless of some criteria listed above.

Name (Please Print)

Major

Minor

Semester Applying for Overload: _____

Phone Number: _____

Email Address: _____

SSN or SAM ID: _____

Current Overall GPA: _____

For the semester or term in which you wish to take an overload, answer the following questions:

- Number of hours at work each week: _____
- Number of hours to be taken at another college or university the term or semester: _____
- Number of hours of correspondence, extension, or on-line courses in addition to normal load: _____
- Number of hours weekly devoted to student organization or campus activities: _____
- Do you commute daily? YES NO If yes, from where do you commute: _____
- Number of hours in excess of maximum load (19) you wish to apply. _____
- Courses you wish to apply for that requires an overload approval. _____
- Reason for Overload Appeal: _____

I certify that the above information is correct: _____

Student Signature

Date

This appeal is Approved/Denied by _____

Dean's Signature

Date

Comments: _____