

# OVERLOAD APPEAL

## *College of Fine Arts and Mass Communication*

### PLEASE COMPLETE FORM AND RETURN TO THE DEAN'S OFFICE, PAC SUITE 190

**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 undergraduate students in all university work is required. A minimum GPA of 3.5 for graduate students in all university works is required.
- Recent Grade History – Academic performance in recent semesters must indicate success
- Student Classification – An undergraduate student should have completed a minimum of 60 hours. A graduate student should have completed a minimum of 13 hours.
- Course Load – The nature of all courses for which the student intends to register are considered, including all resident, correspondence, on-line, and extension courses at SHSU and any other university
- External Factors – The student's commitment to work-related activity, commuting time, and/or participation in campus activities will be considered
- Other Considerations – Completed internships, lower division military science courses, some activity based kinesiology courses, and some performance based course in Dance, Theater, or Music may be considered as exceptions of some criteria listed above.

**An overload is any course taken in excess of a maximum load as defined below.**

#### UNDERGRADUATE

**Fall or Spring:** To be classified as a full-time student, you must be registered for at least 12 credit hours. The maximum load is 19 credit hours.

**Summer Term:** To be classified as a full-time student in summer term you must be enrolled 12 credit hours. The maximum load for summer term is 14 credit hours. A student may take 17 hours in summer term if the additional course is completed during a mini session.

#### GRADUATE

**Fall or Spring:** To be classified as a full-time student, you must be registered for at least 9 graduate credit hours. The maximum load is 12 credit hours for Master's students and 9 credit hours for Doctorial students.

IF you are a graduate assistant (GA) and employed ½ time as a GA you must be enrolled in at least 6 graduate credit hours per semester to be classified as full-time. The maximum load is 9 credit hours.

**Summer Term:** To be classified as a full-time student, you must be registered for 6 graduate credit hours in the summer term. The maximum is 6 credit hours.

IF you are a graduate assistant (GA) and employed ½ time as a GA you must be enrolled in at least 6 graduate credit hours in summer term to be classified as full-time. The maximum load is 6 credit hours.

# OVERLOAD APPEAL

*College of Fine Arts and Mass Communication*

Name \_\_\_\_\_ Sam ID \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Current Overall GPA \_\_\_\_\_ Total College Hours Completed \_\_\_\_\_

Semester Overload Requested for \_\_\_\_\_ Total Hours Requested \_\_\_\_\_

Did you apply for an overload in this past semester? \_\_\_\_\_ YES \_\_\_\_\_ NO

Total hours to be taken at another university during the term or semester \_\_\_\_\_

Courses to be taken by correspondence, on-line, & extension \_\_\_\_\_

Total hours worked per week \_\_\_\_\_ Number of hours spent commuting per day \_\_\_\_\_

Number of hours spent participating in student activities or campus activities \_\_\_\_\_

## List ALL courses you plan to take during the overload semester

Course Number & Title	Credit Hours

Reason for Overload Appeal:

I certify that the above information is correct \_\_\_\_\_  
STUDENT SIGNATURE DATE

I am aware and in support of student overload \_\_\_\_\_  
CHAIR SIGNATURE DATE

### FOR OFFICE USE ONLY

Appeal is APPROVED / DENIED by: \_\_\_\_\_ Date: \_\_\_\_\_

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