

OVERLOAD APPEAL

College of Science and Engineering Technology

Name _____ Sam ID _____

Major(s) _____ Minor(s) _____

Phone _____ E-mail _____

Overall GPA _____ SHSU GPA _____ Transfer GPA _____

Total Hours Completed _____ SHSU Hours _____ Transfer Hours _____

Planned graduation date (semester and year) _____

Questions for Student: (Time-related questions apply to the semester during which the overload is requested)

- 1) I am requesting an overload for the _____ semester for _____ hours of overload.
- 2) I plan to take a total of _____ hours during the semester for which I want to take an overload.
- 3) Have you taken an overload previously? Yes _____ No _____
- 4) If you did take an overload, did you make a C or better in the course? Yes _____ No _____ N/A _____
- 5) If you are requesting an overload involving an on-line or correspondence course, have you made a C or better in this type of course previously?
Yes _____ No _____ N/A _____
- 6) How many hours will you take at *another* university during the semester for which your overload is requested? _____
- 7) Total hours you will work per week: _____ Number of hours you will spend commuting per day: _____
- 8) Number of hours you will spend in mandatory activities (e.g. practice for athletics, music, etc.) _____
- 9) Please **explain** why you are requesting the overload (which entails risk to your academic standing): _____

Advisor Questions:

- 1) Does the student need this course in order to graduate at the time indicated by the student? Yes _____ No _____
- 2) Can the student take the course during another semester based on course offerings? Ex: If student is requesting a summer overload, can the class be taken instead during the subsequent fall semester? Yes _____ No _____
- 3) Do you, as the advisor, support the decision to take an overload? Yes _____ No _____

Advisor Signature

Date

List ALL courses you plan to take during the overload semester and put an X in the semester column in which it will be taken

Course Number & Title	Credit Hours	Summer Mini-semester	Summer 1	Summer 2	All Summer (Sum 1 + Sum 2)	Fall	Spring

I certify that the information I have provided is correct, and I understand that taking an overload may adversely affect my GPA.

Student Signature

Date

FOR OFFICE USE ONLY

Appeal is APPROVED/DENIED by: _____ Date: _____

Comments: _____

OVERLOAD APPEAL

College of Sciences

PLEASE COMPLETE THIS FORM AND RETURN TO THE DEAN'S OFFICE, LEE DRAIN BUILDING SUITE 200.

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 2.8 for undergraduate students in all university work is required. A minimum of 3.5 for graduate students in all university work 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, activity based kinesiology courses, and some performance based course in Dance, Theatre, 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 minisession.

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 Teaching Assistant (TA) and employed ½ time as a TA, 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.