

## OVERLOAD APPEAL

College of Science & 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.) \_\_\_\_\_

**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

Course Number & Title	Semester Class Will Be Taken	Credit Hours

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: \_\_\_\_\_

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College of Science  
& Engineering  
Technology

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 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 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.