



**Office of the Registrar  
Undergraduate Overload Approval Form  
Winter/Summer Term**

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**PROCEDURE:**

1. Student completes form and obtains signatures.
2. Student returns completed form to Office of the Registrar.
3. Office of the Registrar registers student for course(s) below that contribute to the overload.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Summer Term**

Students requesting to take more than 4 hours in the May, June I, June II, July I and July II three-week sessions need approval from the Advisor, Department Chair, and Dean of your major.

**Total Credit Hours** \_\_\_\_\_

Students requesting to take more than 6 hours in the May, June I, June II, July I and July II four–eight sessions need approval from the Advisor, Department Chair, and Dean of your major.

**Total Credit Hours** \_\_\_\_\_

**Winter Term**

Students requesting to take more than 4 hours in the Winter Term need approval from the Advisor, Department Chair, and Dean of your major. With approval students may take a maximum of 7 credit hours.

**Total Credit Hours** \_\_\_\_\_

**Course(s) Involved in Overload**

Term/Year: \_\_\_\_\_ CRN#: \_\_\_\_\_ Course ID: \_\_\_\_\_  
Subject Course Section

Term/Year: \_\_\_\_\_ CRN#: \_\_\_\_\_ Course ID: \_\_\_\_\_  
Subject Course Section

Student GPA: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

**Brief Explanation for overload:** \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Dean Signature \_\_\_\_\_

Revised 6/2015