



**Office of the Registrar
Undergraduate Overload Approval Form
Fall/Spring Semester**

Students requesting to take 20-21 hours who do not have a 3.30 overall GPA need approval from the Advisor, Department Head, and the Dean of your major.

Students requesting to take over 21 hours regardless of overall GPA need approval from the Advisor, Department Head, and Dean of your major.

PROCEDURE:

1. Student completes form and obtains signatures.
2. Student returns completed form to Office of the Registrar.
3. Office of the Registrar will enter maximum hours approved for registration in the student information system.
4. Student registers for course(s) on TopNet.

Student Name: _____ Student ID: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Total Credit Hours Fall/Spring Semester: _____

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