

Course Overload Request Form - Graduate

This form is required for graduate students who are requesting permission to register for more than 16 hours in the fall or spring semesters, or for more than 12 hours in the summer term. Requests for more than 18 hours in a fall or spring semester or 15 hours in the summer, or from students with a grade-point average below 3.25, will not normally be approved. The student must complete this form and submit it to his or her advisor for a signature and recommendation. The request must also receive approval by the Associate Dean of the student's college and the Associate Provost for Graduate Academic Affairs.

Student's Name: _____ Email: _____

Student No.: _____ Degree Program: _____

Expected Graduation Date: _____ Request is for _____ of 20 _____

Reason for making request	Course names & numbers (<i>all courses</i>)	Hours
Total Credit Hours Requested		

Student's Signature: _____ Date: _____

IMPORTANT: This section MUST be completed by the Student's Academic Advisor

Advisor's Name: _____

Advisor's Recommendation: _____

Advisor's Signature: _____ Date: _____

Advisor's Comments:

Previous Two Semesters of Academic Progress

Semester	Hrs Attempted	Hrs Completed	Semester GPA	Overall GPA
Cumulative to date				

Approval of College Associate Dean: _____ Date: _____

Approval of Associate Provost: _____ Date: _____