

Overload Request Form- College of Education

(Undergraduate students only – this form required if requesting over 21 hrs/semester Fall or Spring or over 12 hours for summer)

This form must be completely filled out, approved by your advisor and department chairperson and submitted to the Dean in 115 Hughes Hall. Attach a copy of your transcript, current class schedule and your degree audit to this document.

Name: _____

Student ID: _____

Major: _____

Grade Point Average: _____

Overload requested: _____

Semester Requested: _____

Intended Grad. Date: _____

Reason for request: *(Provide a detailed explanation of your request. Use additional pages if needed)*

Student Signature: _____

Date: _____

Take this form filled out to your advisor.

I have talked with my advisee about the request for additional credits and the implications of taking on an additional course. We have agreed that this is the best solution to address my advisee's concerns.

Rationale for overload:

Advisor Signature: _____

Date: _____

Take this form to the department chairperson.

I am aware of this request and agree with it.

Rationale for overload:

Chairperson Signature: _____

Date: _____

Take this completed form to the Dean's Office, 115 Hughes Hall.

Dean Signature: _____

Date: _____