Undergraduate Credit Hour Overload Request Form

Fall, Spring and Summer Terms
1-18 Credits: No additional permission required
19-21 Credits: Faculty Advisor and Chair
22-24 Credits: Faculty Advisor, Chair and Dean
25-27 Credits: Faculty Advisor, Chair, Dean and Vice President for Academic Affairs

Student’s Name __________________________________________________________________________________

Tech ID: ___________________

1. TO BE COMPLETED BY STUDENT
   My classification is: _______FR _______SO _______JR _______ SR
   My major(s) : ____________________________________________________________________________
   I have completed __________ credits with a cumulative GPA of _____________
   I request permission to enroll for __________ credits in ______________ term, 20___
   My reasons for this request are as follows: _____________________________________________________

2. TO BE COMPLETED BY THE STUDENT’S ADVISOR
   __________ Approve __________ Disapprove
   Signature: _____________________________ Name: ____________________________ Date: _______
   Comments: ______________________________________________________________________________

3. TO BE COMPLETED BY DEPARTMENT CHAIR/DIRECTOR OF FYE (Undeclared Students)
   __________ Approve __________ Disapprove
   Signature: _____________________________ Name: ____________________________ Date: _______
   Comments: ______________________________________________________________________________

4. TO BE COMPLETED BY COLLEGE DEAN (If required)
   __________ Approve __________ Disapprove
   Signature: _____________________________ Name: ____________________________ Date: _______
   Comments: ______________________________________________________________________________

5. TO BE COMPLETED BY VICE PRESIDENT FOR ACADEMIC AFFAIRS (If required)
   __________ Approve __________ Disapprove
   Signature: _____________________________ Name: ____________________________ Date: _______
   Comments: ______________________________________________________________________________

Student returns completed form to her/his Student Relations Coordinator who will authorize overrides.
This form is available in alternative format by contacting the Office of Academic Affairs, 507-389-1333, WA 315