**COURSE OVERLOAD APPROVAL**

**REV. August 2019**

The number of semester hours required for the completion of each year of a curriculum is established by the academic college. Only with the written permission of the student's academic dean will a student be permitted to register for more than 18 credit hours for the fall or spring semester or more than 15 credit hours for the summer session. The maximum course load for a graduate student is 12 hours in a regular semester and 9 hours in a summer session. Exceptions must be approved by the dean of the college granting the degree.

**TO:** **, Dean**

**COLLEGE:**

**FROM:**  **, Department Head**

**Department of**

# DATE: 8/22/2019

**RE**: STUDENT NAME:

STUDENT ID: N

CURRENT GPA:

EXPECTED DATE OF GRADUATION:

GRADUATE STUDENT:      UNDERGRADUATE STUDENT:      (Check One)

The above referenced student is requesting permission to take a total of        credit hours for the       semester/session.

JUSTIFICATION:

1. Approved/Disapproved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Advisor Date

1. Approved/Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Department Head Date

1. Approved/Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Dean Date

1. Approved/Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Director of Graduate Studies Date

(Graduate Students Only)

Approved original – student’s folder/Dean’s office

c: Advisor