

COURSE OVERLOAD APPROVAL

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: _____

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

2. Approved/Disapproved _____
Department Head Date

3. Approved/Disapproved _____
Dean Date

4. Approved/Disapproved _____
Director of Graduate Studies
(Graduate Students Only) Date

Approved original - student's folder/Dean's office
c: Advisor