NICHOLLS ONLINE

**COURSE OVERLOAD APPROVAL**

**REV. October 2018**

Nicholls Online students are only allowed to take 9 hours per term. Only with the written permission of the Academic Adviser, Director Distance Education and the student's Academic Dean will a student be permitted to register for more than 9 credit hours in any Nicholls Online Term. Exceptions must be approved by the dean of the college granting the degree. Here are the steps that must be followed.

1. The student makes a request to the program Advisor. The Advisor will look over the student’s academic history and reason for making the request to exceed 9 hours.

2. If the advisor feels that this is a reasonable request, they will forward the Director of Distance Education the following information:

SEMESTER AND TERM:

STUDENT NAME:

 STUDENT ID: N Classification:

 CURRENT GPA:

 EXPECTED DATE OF GRADUATION:

 REQUESTED COURSE THAT WOULD EXCEED THE 9 HOUR LIMIT:

3. The Director of Distance Education will then either deny the request or forward it on to the Dean of the student’s college for final approval.

4. Should this request trigger students taking more than 18 hours (fall or spring) or 9 hours (summer), the request will need the student’s academic dean’s permission to increase the maximum enrollment allowed for the semester/session.

These steps will all be done in one email chain with all of the above information and approvals.