

## COURSE OVERLOAD APPLICATION FORM



### **Conditions for taking more than 17 credits per semester:**

1. Students who are working to complete course work prior to Internship, further education, or graduation may request to take one additional course. Some factors to consider are employment, family situation, Field Experience responsibilities, and travel time.
2. Students must have successfully completed at least one year and have earned a minimum 3.0 GPA in the previous two semesters.
3. Requests must be made to the Registrar prior to registration for the semester.
4. All requests will be presented to the Academic Dean for approval.

### ***Submit completed form to the Registrar.***

Student Name: \_\_\_\_\_

Additional Course Number & Title: \_\_\_\_\_

Current GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Reason for request:

Field Experience Coordinator response:

**Registrar's signature:** \_\_\_\_\_

**Student's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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For Office use only: \_\_\_\_\_ Entered in Populi Date: \_\_\_\_\_

Revised schedule to Administrative Services: \_\_\_\_\_

Invoice adjusted: \_\_\_\_\_