

## Registration Overload Request

Student: \_\_\_\_\_ ID or SSN: \_\_\_\_\_

Requests to register for \_\_\_\_\_ \* semester hours for:    Fall    Spring    Summer / Semester

Program:    EWC/Graduate    EWC/Undergraduate    Online/Graduate    Online-Undergraduate  
 Women's College/Graduate    Women's College/Undergraduate

### For Undergraduate Students:

Undergraduate students desiring to register for more than 18 hours per semester must possess a cumulative grade point average of **3.5** or better and make no grade below C in the previous term of enrollment. They must submit this form and obtain the signatures of their academic adviser and appropriate department chair on the registration form as well. In the event students do not possess the required grade point average but feel that unusual circumstances warrant an exception, they may request that an exception be made to this policy. Such requests should be made in writing to the Dean of their school and attached to this form. The dean's approval will be written on the attached exception request and/or where indicated below.

**\*No undergraduate student requesting an overload may take more than 21 hours in any semester.**

The student's cumulative GPA is \_\_\_\_\_. (Registrar's Office Initials \_\_\_\_\_)  
(If less than 3.5, please submit an **approved** written request for exemption as described above.)

### For Graduate Students:

Graduate students who wish to obtain overload approval for registration of more than 18 semester hours must have a cumulative grade point average of 4.0 and department chair approval.

**\*No graduate student may register for more than 21 hours in any semester.**

The student's cumulative GPA is 4.0 (Registrar's Office Initials \_\_\_\_\_)  
(If less than 4.0, please submit an **approved** written request for exemption as described above.)

SIGNATURES	_____	_____
	Student Signature	Date
	_____	_____
	Adviser Signature	Date
_____	_____	
Major Department Chair Signature	Date	
_____	_____	
Dean's Signature (if necessary)	Date	

Forms are available in the Registrar's Office, Academic Departments and Branch Campus Offices.