

## Course Overload Request Form - Graduate

This form is required for graduate students who are requesting permission to register for more than 16 hours in the fall or spring semesters, or for more than 12 hours in the summer term. Requests for more than 18 hours in a fall or spring semester or 15 hours in the summer, or from students with a grade-point average below 3.25, will not normally be approved. The student must complete this form and submit it to his or her advisor for a signature and recommendation. The request must also receive approval by the Associate Dean of the student's college and the Associate Provost for Graduate Academic Affairs.

Student's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Student No.: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Request is for \_\_\_\_\_ of 20 \_\_\_\_\_

Reason for making request	Course names & numbers ( <i>all courses</i> )	Hours
<b>Total Credit Hours Requested</b>		

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: This section MUST be completed by the Student's Academic Advisor**

Advisor's Name: \_\_\_\_\_

Advisor's Recommendation: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Comments:

### Previous Two Semesters of Academic Progress

Semester	Hrs Attempted	Hrs Completed	Semester GPA	Overall GPA
<b>Cumulative to date</b>				

Approval of College Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Associate Provost: \_\_\_\_\_ Date: \_\_\_\_\_