

## COURSE OVERLOAD FORM

- A full-time student admitted and enrolled in a degree program normally registers for 15 to 20 credits. The maximum load is 20 credits per semester.
- Under special circumstances, a student with a cumulative GPA of 3.25 or better may secure the permission of his Dean to register for up to 22 credits in a regular semester
- A part-time student admitted and enrolled in a degree program normally registers for 12 to 13 credits. A part-time student with senior standing and a CGPA of 3.25 and above is eligible to register up to 14 credits.
- In the summer semester, students are usually allowed up to 9 credit hours. A graduating student can increase his/her credit hours up to 14 according to the Dean's signature.
- The University reserves the right to reduce the course load of any student who registers for more than 19 credit hours without Course Overload Form
- The above will take effect on or before the Add and Drop period.

Student Information			
Student Name		Academic Year	
Student ID		Semester	
Present Major		College	
Student Academic Record			
Cummulative GPA		Last Semester GPA	
Total Credit Hours Completed		Total Credit Hours requested this semester	
Reason(s) for Requesting Courses Overload			
Student Signature		Date	
Verified by (registration officer)		Date	
(Required Signatures) Faculty should not sign unless the above Student Academic Record has been completed			
Comment:	<input type="checkbox"/> Approved  <input type="checkbox"/> Rejected	Academic Advisor	Date:
Comment:	<input type="checkbox"/> Approved  <input type="checkbox"/> Rejected	The Department Head in which the student is majoring	Date:
Comment:	<input type="checkbox"/> Approved  <input type="checkbox"/> Rejected	Dean of the college in which the student is majoring	Date:
• Please return the Form to the Registrar's Office			
Verified by		Comment	
Signature			
Date			
Processed by		Date	
Signature			