



COURSE OVERLOAD FORM

- The student admitted to and enrolled in a degree program usually registers for 15 to 19 credits and the maximum load is 20 credits per semester
- Under the 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 for a regular semester
- Student will be assessed SR 1875 per credit hour over the maximum load of 20 credits per semester
- 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
- For summer semester 9credit hours overload / 12-14 credit hours for graduating students as per dean's signature
- To be used before the end of 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	
Verified by (registration officer):		Date:	
Reason(s) for Requesting Courses Overload			

(Required Signatures) Faculty should not sign unless the above Student Academic Record has been completed			
Student Signature		Date:	
Academic Advisor		Date:	
The Department Head in which the student is majoring			
	Date:		
Dean of the college in which the student is majoring			
	Date:		

- Please return the Form to the Registrar's Office

Registration Officer:		Date:	
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Copies: Green - Registrar Office Copy
White - Student Copy