



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			
Cumulative 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:

VRAA Approval			
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
VRAA's Name		Date	
VRAA's Signature			

- Please return the Form to the Registrar's Office

Processed by		Date	
Signature			

Copy Green - Registrar Office Copy
White - Student Copy