Pacific Lutheran University
OVERLOAD REQUEST

Students with a 3.00 CGPA or above **do not** need permission to register for 18 or more hours in a semester. They should make arrangements directly with Student Services to register and pay the additional tuition costs.

Students with CGPA below 3.00 **do** need permission. They must complete the information below and obtain all required signatures. This must include a signature from the student's advisor and each faculty member teaching the overload(s) indicating approval of the overload. A brief rationale is also required along with a completed Add/Drop form with the additional courses which will create the overload. ***Only special circumstances and a clear demonstrated capacity for exceptional work may justify your request being approved. Students should be aware that taking more than 17 credits will result in additional tuition charges.***

OVERLOAD IS FOR WHICH SEMESTER? Fall: _____ (Year) Spring: _____ (Year)

Name: _____

Address: _____
Street City State Zip

Student ID #: _____ Phone: _____ Class Level: _____

Major: _____ CGPA: _____

Student Signature: _____ Date: _____

Reason for overload request:

	Dept/Course #	Credit Hours	Title	Instructor Signature
Course #1:				
Course #2:				
Course #3:				

_____ Total Credit Hours Requested

Request Approved: Yes / No _____ Advisor _____ Date

Request Approved: Yes / No _____ Registrar _____ Date

Created June 2008