



OVERLOAD REQUEST

The normal course load for undergraduate students during Fall and Spring semesters is 13 to 17 credits. **Students who wish to register for more than 17 credits in Fall or Spring semester are strongly encouraged to consult with their academic advisor and are required to meet with Student Financial Services to confirm the additional tuition and fee costs.**

INSTRUCTIONS

1. Complete the Overload Request form.
2. Meet with **Student Financial Services** (Admin 102).
3. Submit form to the **Academic Records Office** (Admin 130) for processing.
 - a. Once processed the student is responsible for registering for their course(s).

Name _____ Student ID # _____
Last First MI

Overload Term/Year: Fall _____ Spring _____

TOTAL Credits for the Semester: _____

Course Fees (If overloading credit(s) that carry a course fee, list here): _____

Financial Services Specialist:

☐ I have met with the student to discuss the financial impacts of the requested overload.

SFS Signature _____ Date _____

Student Statement of Understanding:

☐ I understand and accept the financial impact (including tuition, fees, etc.) of overloading academic credit.

☐ I understand the academic workload implications of exceeding the standard full-time academic credit load (more than 17cr in Fall/Spring semester).

Student Signature _____ Date _____