

OVERLOAD APPROVAL

The Office of Graduate Studies monitors the academic achievements of each matriculated graduate student. Part of this responsibility includes limiting overloads that may negatively impact academic achievement. A student must obtain the approval signatures indicated below in order to register for more than 16 credits in a term (graduate and undergraduate credits combined). This form must be completed, signed by the appropriate person(s), and processed by the Registration and Records Office before the student will be allowed to register for more than 16 credits.

Name (Last) (First) (M.I.) ID No.

Address City State Zip

Best Daytime Phone Email Address

Degree Major Advisor

Overload request for: Term Year Proposed course load (total credits for the term)

Please explain the reason(s) for the proposed course load:

Student Signature Date

A. Approval to register for 17 to 19 credit hours (and you are not a Graduate Assistant)

Department Chair or Adviser Date

Routing: Must be signed by student and department, then submitted by the student to Registration and Records (lobby of Neuberger Hall) for processing.

B. Approval to register for 20 or more credit hours (and you are not a Graduate Assistant)

Department Chair Date

Dean of Graduate Studies Date

Routing: Must be signed by student, department, and the Office of Graduate Studies (Unitus Building, 6th floor), then submitted by OGS if approved to Registration and Records (lobby of Neuberger Hall) for processing.

C. Approval to register for more than 16 credit hours if you are a Graduate Assistant

(Graduate Assistant tuition remission covers only a limited number of credits per term. Students are responsible for all other charges.)

Adviser Date

Chair (or Director) of hiring department Date

Dean of Graduate Studies Date

Routing: Must be signed by student, adviser, hiring department, and Office of Graduate Studies (Unitus Building, 6th floor), then submitted by OGS if approved to Registration and Records (lobby of Neuberger Hall) for processing.