



Fall/Spring overload policy: A student in good standing wishing to take 21 hours* or more, or a student on academic probation wishing to exceed 16 hours,* must petition the academic dean of his or her major for approval and have the support of the academic advisor.

Summer overload policy: A student with a minimum of 2.0 cumulative GPA wishing to take more than 10 hours* total in the summer term (the first and second sessions combined) must petition the academic dean of his or her major for approval and have the support of the academic advisor.

*Includes ALL courses to be taken at UE, abroad, and at other institutions.

STEP 1: Complete and return this form to the academic dean of your major for review and approval. ALL FIELDS ARE REQUIRED TO BE COMPLETED.

Name Telephone Student ID or Social Security Number

Major Class level Cumulative GPA Expected date of graduation (Fr, So, Jr, Sr)

Student signature Date

REQUESTED SCHEDULE FOR OVERLOAD SEMESTER/TERM

For fall and spring semesters, list ALL courses for the semester. For summer terms, list ALL classes for both Summer I and Summer II. Include ALL courses to be taken at UE, abroad, and at other institutions.

Overload Term/Year
Fall
Spring
Summer

Table with 4 columns: Course section, Title, Hours, Semester/Term

Reason for requesting overload

Academic advisor: I approve the above listed courses. The student may enroll in no more than credit hours for this semester/term. Advisor's signature Date
Academic dean of student's major: I approve this petition. I do not approve this petition. Dean's signature Date

STEP 2: Return the completed and signed form to the Office of the Registrar, Room 106, Olmsted Administration Hall, for final processing.

Petition deadline: Petitions must be completed and signed by all necessary parties and submitted to the Office of the Registrar no later than the last day to add a class for the semester or term. Registration cannot be completed unless accompanied by this form with signatures of approval from your advisor and the academic dean of your major.