Students who wish to take more than 19 hours in a semester or 9 hours in a summer session should complete this form.

1. Complete this form and present it to your advisor for his/her signature. If this request is made during the course request period, return it no later than 5:00 p.m. on the last day of the course request period.
2. Return this form to the Academic Programs Office, 138 Cheatham Hall. You will be contacted if the request is denied or if a meeting with the Associate Dean is required.
3. If GPA is between 2.0 and 2.5, you may request overloads only if graduating this term and these overloads are required to complete graduation requirements. If GPA is below 2.0 you may not request overloads.
4. Processing of this form DOES NOT register you for any courses. You still must complete the course request or drop/add process to add your courses (Force Add courses will require appropriate signatures on the pink Force Add Request form and brought to 138 Cheatham Hall for processing.

Name _________________________________________ID Number _________________________
Phone _______________________ Email _____________________ Total Hrs. Requested ________

Major ____________________________ Cuurrent GPA _______ Term ___________ Year __________

Reason for Request: ___________________________________________
________________________________________________________________________________
________________________________________________________________________________

Course schedule for semester for which overload is requested - List all courses you wish to take. Make sure you include ALL information. Forms not completely filled out WILL NOT be considered.

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_________________________________________  __________
Student Signature                      Date

_________________________________________  __________
Advisor PRINTED name

_________________________________________  __________
Advisor Signature                      Date

_________________________________________  __________
Associate Dean Signature                Date

Processed by (initials) / Date

Revised June 2013