



REQUEST TO TAKE MORE THAN FULL-TIME COURSE LOAD

Undergraduate students are permitted to take up to **16 credits** per term in the Fall and Spring terms, and up to **9 credits** in the Summer Term. Graduate students are permitted to take a maximum load of 9 credits per term. All requests to take more credits than the allowed amount are considered a course overload and require official approvals. Approvals are given at the discretion of the Academic Coordinator based on the student's GPA.

INSTRUCTIONS: Please provide the information requested below, obtain the appropriate signatures required, and return the form to the Enrollment Services Office for processing.

Last Name: _____ First Name: _____ Student ID: _____

Program : _____ Concentration: _____ Academic Advisor: _____

E-mail: _____ Home Phone: (____) _____ Cell Phone: (____) _____

ADDRESS

Apt #: _____ Street Address: _____ City: _____

Province/State: _____ Country: _____ Postal Code: _____

What term are you requesting to take a course overload: Spring Summer Fall 20_____

How many credits are you requesting to take in this term: _____

What is your reason for needing or wanting to take a course overload? (Please use an additional page if needed)

Student's Signature: _____ Date: _____

TO BE COMPLETED BY ENROLLMENT SERVICES OFFICE

Received By: _____ Date: _____

CGPA: _____ Cumulative Credits: _____

Student Email Sent

APPROVALS:

Academic Coordinator

Date

Academic Advisor

Date

Comments: _____

*Copies: Academic Advisor, Academic Coordinator, Dean/Department Chair, Enrollment Services