



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

## Vancouver Campus

### 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