Regulations:
Eligibility: Available to full-time undergraduate students only.

Full-time undergraduate students should earn 15-16 credit hours per semester. Special permission is required to take a Course Overload of more than 19 credit hours. To be considered a full-time student, one must register for and continue active enrollment in at least 12 semester hours for the entire semester.

Full-time undergraduate students who have 1) at least sophomore standing (30 credit hours earned) and 2) a 3.000 or above cumulative grade point average; or a 3.000 or above grade point average for the semester most recently completed, may, upon the approval of the Dean of the College/School in which the student is majoring, register for a Course Overload. A College/School Dean may make exceptions to the above eligibility criteria for Course Overloads.

All registrations for Course Overloads are on a space available basis and must be processed in person in the Office of the Registrar. The University reserves the right to reduce the course load of any student who registers for more than 19 credit hours without Course Overload approval.

Procedure:
Any student requesting approval for course overload must complete Section 1 below. Personnel in the Office of the Registrar will complete Section 2. Individuals designated must then approve the course overload by signing in the spaces provided in Section 3.

Section 1:

Last Name First Name M.I.  
Major Code Total credit hours requested this semester
CWID (Student ID No):
Reason for Requesting Course Overload

Section 2:

Cumulative Grade or Last Semester’s Total Credit
Point Average Grade Point Average Hours Completed Date Office of the Registrar

Section 3 (required signatures): FACULTY please do not sign unless SECTION 2 has been completed

Student
Academic or Faculty Advisor
Chairperson of the Department in which the student is majoring
Dean of the School/College in which the student is majoring
Executive Director of CAST (Undeclared students only)

Rvsd., 11/30/16