

College of Science

REQUEST FOR OVERHOURS

**Any student wishing to take more than 19 hours in a semester or 9 hours in a summer session should complete this form.

NAME: _____ STUDENT #: _____

MAJOR: _____ CURRENT GPA: _____ EMAIL: _____

TOTAL HOURS REQUESTED: _____ TERM: _____ YEAR: _____ PHONE: _____

Directions:

1. Complete this form during the registration period (**cannot be processed during pre-registration period**); present it to your advisor (signature required below).
2. Return this form to the Dean's Office, 300 Turner St NW, North End Center, Suite 4300. You will be contacted if your request is DENIED or if you need to make an appointment to speak with a dean to discuss your request.
3. If QCA is between 2.0 and 2.5, you may request overhours only if graduating this term and these overhours are required to complete graduation requirements. If QCA is below 2.0 you may not request overhours.
4. Processing of this form DOES NOT register you for any courses. Once Overhours has been **processed you can add/force add the course/s.**

Course schedule for semester for which overload is requested (list ALL courses you wish to take;

Make sure you include ALL information required. Forms not completely filled out WILL NOT be considered.

DEPT	COURSE #	CRN	HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<i>Student's Signature</i>	<i>Date</i>
<i>Advisor's Signature</i>	<i>Date</i>
<i>Dean's Signature</i>	<i>Date</i>
<i>Comments:</i>	
<i>Processed:</i> _____	