

Application for Course Overload

For Undergraduate Students

University policy:

An undergraduate student may not enroll for more than 19 semester credit hours during a fall or spring semester, or more than 17 semester credit hours during the cumulative summer semester. Exceptions require the approval of the departmental chairperson, program director, or associate dean. Exceptions will be considered only if additional course work is in the best interests of the student, when the student is in good academic standing, and has a grade point average of 3.0 or higher for the last two semesters. Students are expected to prepare for classes with a minimum of two to three hours of study for each credit hour.

TERM: _____

Student ID: _____ Printed Name: _____

Full Mailing Address: _____

Telephone Number: _____ E-mail address: _____

Classification: _____ FR _____ SO _____ JR _____ SR _____ PB Major: _____

Grade point average Previous two semesters _____ Cumulative Grade Point Average: _____

Total number of hours requested: _____

*I certify that the above information is correct. _____
Student Signature *Date*

Course to be added: _____
COURSE PREFIX COURSE NUMBER SECTION TITLE

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COURSE PREFIX COURSE NUMBER SECTION TITLE

(If additional courses are to be added, please complete additional Course Overload form(s).)

Recommendation: _____ Approve _____ Disapprove

Signature of Chairperson/Program Director / Associate Dean

Date

*In order to be processed when signed digitally, form must be submitted to the Registrar's Office from Chairperson's TWU e-mail.