

# College of Natural Resources and Environment

## REQUEST FOR OVERLOAD

Students who wish to take more than **19** hours in a semester or **9** hours in a summer session should complete this form.

1. Complete this form and present it to your advisor for his/her signature. If this request is made during the course request period, return it no later than 5:00 p.m. on the last day of the course request period.
2. Return this form to the **CNRE Advising Center, 138 Cheatham Hall**. You will be contacted if the request is denied or if a meeting with the Associate Dean is required.
3. If GPA is between 2.0 and 2.5, you may request overloads only if graduating this term and these overloads are required to complete graduation requirements. If GPA is below 2.0 you may not request overloads.
4. Processing of this form DOES NOT register you for any courses. You still must complete the course request or drop/add process to add your courses (Force Add courses will require appropriate signatures on the pink Force Add Request form and brought to 138 Cheatham Hall for processing).

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Total Hrs. Requested \_\_\_\_\_

Major \_\_\_\_\_ Current GPA \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Course schedule for semester for which overload is requested - List **all** courses you wish to take. Make sure you include **ALL** information. Forms not completely filled out WILL NOT be considered.

DEPT	COURSE #	CRN	Hours

_____	
Student Signature	Date
_____	
Advisor <b>PRINTED</b> Name	
_____	
Advisor Signature	Date
_____	
Advising Center Director Signature	Date

_____ Processed by (initials) / Date
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