OVERLOAD APPROVAL FORM

UNDERGRADUATE DEGREE–SEEKING STUDENTS

The maximum number of credits for which an undergraduate student may enroll in any given semester without permission is 19. Total credit load includes any combination of courses for credit or audit (excluding the Winter Intersession). Enrolling for more than 19 credits is an overload. Permission to enroll for more than 19 credits will be granted upon approval of the student's adviser and academic dean.

GRADUATE DEGREE–SEEKING AND GRADUATE NON–DEGREE SEEKING STUDENTS

The maximum number of credits for which a graduate student may enroll in any given semester without permission is 15. Total credit load includes any combination of graduate or undergraduate courses for credit or audit (excluding the Holiday Intersession). Enrolling for more than 15 credits is an academic overload. Permission for an overload will be granted upon approval of the degree-seeking graduate student's adviser and academic dean. Questions regarding overload approval for nondegree-seeking (special) graduate students should be submitted to: The Graduate School.

NAME_____ | | | | | | | | | |
Last First MI Student ID

SEMESTER Fall ☐ Summer ☐ Spring ☐ YEAR_____

TOTAL LOAD Credits _____ _____ _____
Student's Signature Date

REASON FOR REQUEST (INCLUDE COURSE(S) TO BE ADDED): _____

_____

_____

APPROVAL

ADVISER'S SIGNATURE _____
Date

DEAN'S SIGNATURE _____
Date

This permission is not effective until this form has been processed by the Office of Records and Registration.

Office of Records and Registration • Grace E. Harris Hall • 1015 Floyd Ave., 1st Floor • Box 842520 • Richmond, VA 23284-2520 • www.rar.vcu.edu