

## 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.