



OVERLOAD PERMISSION REQUEST

Students with a 3.00 term GPA or higher for two consecutive terms may file an Overload Permission Request to exceed the maximum student credit load limit of 18 credits. Chief Academic Officer Permission is required.

Date

Student ID

Student Name

Course Number and Title

Semester

Total Credits

Student Signature

Date

DETERMINATION OF REQUEST: Approved Not Approved

Comment:

Chief Academic Officer Signature

Date

For office use only

Date received and initials
Original/ Student file

Date processed and initials
Scanned copies to student and SAS

Overload Permission Request Procedure

1. The student will meet with a Student Achievement Specialist (SAS) to complete the form.
2. The SAS will verify the student meets the 3.00 term GPA or higher for two consecutive terms requirement.
3. The SAS will make an appointment to meet with the Chief Academic Officer.
4. The SAS and student will meet with the Chief Academic Officer.
5. If approved, the SAS will submit the document to the Registrar.
6. The Registrar will date and initial submission.
7. The Registrar will scan document and send via email to the SAS and student. This will serve as official notification.
8. The Registrar will date and initial the form to indicate the overload permission request was processed.
9. The original form will be placed in the student's academic file in File Director.