REQUEST TO TAKE MORE THAN 19 CREDITS IN A TERM

Taking more than 19 credits is considered an overload and will not be permitted unless adequately justified. Justification must include a statement as to the necessity for taking this many credits. The student must get the approval of the student's advisor and department head. This form must be completed prior to registering for classes.

Name: _____________________________________________________
Address: ___________________________________________________
Student Identification Number: _________________________________
Date: _________________________________

Number of Credits Requested: __________ Semester: ______________

Reason (s) for the request:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signatures:

1. Student __________________________________________________

2. Advisor _____________________________ Approve  Deny

3. Department Head ______________________

Request for 19 credits or more  Revised: 11/2011