



**Office of the Registrar  
Graduate Overload Approval Form  
Fall/Spring Semester**

Students requesting to take a course overload need approval from the Advisor, Department Head, the Dean of your program.

**PROCEDURE:**

1. Student completes form and obtains signatures.
2. Student returns completed form to Office of the Registrar.
3. Office of the Registrar will enter maximum hours approved for registration in the student information system.
4. Student registers for course(s) on TopNet.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Total Credit Hours Fall/Spring Semester: \_\_\_\_\_

**Course(s) Involved in Overload**

Term/Year: \_\_\_\_\_ CRN#: \_\_\_\_\_ Course ID: \_\_\_\_\_  
Subject Course Section

Term/Year: \_\_\_\_\_ CRN#: \_\_\_\_\_ Course ID: \_\_\_\_\_  
Subject Course Section

Student GPA: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

**Brief Explanation for overload:**

Advisor Signature \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Dean Signature \_\_\_\_\_

Revised 12/2020