



# Course Load Request

## 453.37

**Instructions:** This form is to be used by undergraduate and graduate students who wish to request permission to increase their maximum course load. Undergraduate students must have at least a 3.0 CGPA to take more than 18 hours during a semester, and graduate students must have at least a 3.0 CGPA to take more than 15 hours during a semester. Please print and return completed form to the Registrar's office.

Please Print Clearly

Full Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Program Director: \_\_\_\_\_ Semester: \_\_\_\_\_

College Level:

- Freshman                       Junior                       Graduate  
 Sophomore                       Senior

Current or most recent Fall/Spring semester: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ CGPA: \_\_\_\_\_

Requested Course Load: \_\_\_\_\_

If the Course Load Request is approved, the increased course load will remain in effect as long as the student maintains a CGPA of at least 3.0. If the student's CPGA goes below 3.0, the course load will be reduced to 15 credit hours for undergraduate students or 12 credit hours for graduate students.

Required Signatures (must be signed in the following order):

Student:	_____	_____
	Signature	Date
Program Director:	_____	_____
	Signature	Date
Office of Academic Affairs:	_____	_____
	Signature	Date
Registrar:	_____	_____
	Signature	Date

OFFICE USE ONLY

Status Record Updated in SONIS: \_\_\_\_\_ Date: \_\_\_\_\_