

OVERLOAD REQUEST FORM

The maximum load for undergraduates is 18 hours for the Clarksville Campus Fall or Spring terms and a total of 14 hours for Summer (eight hours for either five-week session). The maximum load is 9 hours for the Fort Campbell Fall, Spring or Summer terms. Approval for a registration overload must be requested by submitting this completed form to the student's academic advisor, department chair, and the dean of the college in which the major is housed. Please review the Graduate Bulletin for graduate policies and the University Bulletin for additional information.

OFFICE OF THE REGISTRAR WILL INCREASE THE MAX HOURS, STUDENT IS RESPONSIBLE FOR REGISTRATION

Name _____ Student ID _____

Credit Hours Earned _____ Cumulative GPA _____

Classification: FR _____ SO _____ JR _____ SR _____ Special _____ Graduate _____

Major _____ Major Advisor _____

I request permission to enroll in _____ total hours for _____ term _____ year.

CURRENT COURSE SCHEDULE

CRN Number	Dept	Course Number	Section Number	If Summer, Session #	Course Title	Credit Hours

ADDITIONAL COURSES

CRN Number	Dept	Course Number	Section Number	If Summer, Session #	Course Title	Credit Hours

Student should provide compelling reason(s) for requesting an overload:

Reason for Overload

Student Signature

Date

In order for the request for overload to be considered, the following steps must be completed:

1. Advisor Signature
2. Department Chair Signature
3. Dean (in major) Signature

When the form has been completed, please send to the **Office of the Registrar** via e-mail at otr@apsu.edu, or fax to (931) 221-6264. You can also drop it off at Ellington Bldg., Room 316.