



## Student Course Over/Under Load [S-LOAD]

Instructions: This S-LOAD form must be completed by undergraduate students and the academic advisor at the time of registration whenever students are requesting a course overload (19 credit hours or more) or a course underload (14 credit hours or less).

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*An Undergraduate student taking 12 credit hours or more per semester is full-time; an undergraduate student taking less than 12 credit hours is part-time. In order to meet the 125 credit hour requirement for graduation in eight semesters, a student should average 16 credit hours each semester. A student is expected to carry a minimum of 15 credit hours each semester. For good reason a student may petition the Vice President for Academic Affairs for a reduced load. However, this may extend the academic program beyond the normal four-year program. A credit hour load of 19 or more hours is considered an overload, which needs the approval of the student's academic advisor, the Dean of Students, and the Vice President for Academic Affairs. Approval for a semester overload is usually given only if the student's Cumulative Grade Point Average is 3.00 or higher. A registered audit does not count toward the student load.*

Student Name \_\_\_\_\_ Standing \_\_\_\_\_  
Cumulative GPA \_\_\_\_\_ Semester \_\_\_\_\_ Major \_\_\_\_\_  
Minor \_\_\_\_\_

I am requesting a course overload (19 credit hours or more)

I am requesting a course underload (14 credit hours or less)

Number of credit hours requested for the semester:

\_\_\_\_\_

Student Reasons for taking the overload or underload: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Students Signature

\_\_\_\_\_

Academic Advisor Comment/Signature

\_\_\_\_\_

Approved

Denied

Dean of Students Comment/Signature

\_\_\_\_\_

Approved

Denied

VPAA Comment/ Signature

\_\_\_\_\_

Approved

Denied

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Received:

Registrar

Date