09/2026

Student Course Load Request

Divine Word College
Educating Tomorrow's Missionaries

This form must be completed by IELI and undergraduate students. Students requesting an overload or underload must not currently be on either academic or formation probation. Approval of the IELI Director or the Academic Advisor at the time of this request is required.

Student Name: _____
First Middle Last

☐ **Approved by PDSO**

I request to enroll in less than 18 credit hours in the IELI program this term.

Which one of the following accommodations are you requesting?

☐ **IELI Course Underload**
I request to enroll in less than 18 credit hours in the IELI program this term.

☐ **Undergraduate Course Underload**
I request to enroll in 14 credit hours or less in the Undergraduate program this semester.

☐ **Undergraduate Course Overload**
I request to enroll in 19 credit hours or more in the Undergraduate program this semester.

Number of IELI term contact hours requested: _____

Current IELI Level(s): **1 2 3 4 5 6 7 8**
(Circle all that apply)

Number of IELI contact hours already completed: _____

Number of Undergraduate semester credit hours requested: _____

Current Undergraduate Program of Study: **AA BA Certificate**
(Select one)

Number of Undergraduate credit hours already completed: _____

Describe the reason for this request briefly below:

Student: _____ _____
Signature Date

IELI Director/Department Chair: _____ _____
Signature Date

Academic Advisor: _____ _____
Signature Date

Dean of Students: _____ _____
Signature Date

VPAA: _____ _____
Signature Date

Registrar: _____ _____
Signature Date Completed by Registrar