

OVERLOAD APPROVAL FORM

UNDERGRADUATE DEGREE-SEEKING STUDENTS

The maximum number of credits for which an undergraduate student may enroll in any given semester without permission is 19. Total credit load includes any combination of courses for credit or audit (excluding the Winter Intersession). Enrolling for more than 19 credits is an overload. Permission to enroll for more than 19 credits will be granted upon approval of the student's adviser and academic dean.

GRADUATE DEGREE-SEEKING AND GRADUATE NON-DEGREE SEEKING STUDENTS

The maximum number of credits for which a graduate student may enroll in any given semester without permission is 15. Total credit load includes any combination of graduate or undergraduate courses for credit or audit (excluding the Holiday Intersession). Enrolling for more than 15 credits is an academic overload. Permission for an overload will be granted upon approval of the degree-seeking graduate student's adviser and academic dean. Questions regarding overload approval for nondegree-seeking (special) graduate students should be submitted to: The Graduate School.

NAME _____
Last First MI Student ID

SEMESTER Fall Summer Spring YEAR _____

TOTAL LOAD Credits _____
Student's Signature _____ Date _____

REASON FOR REQUEST (INCLUDE COURSE(S) TO BE ADDED): _____

APPROVAL

ADVISER'S SIGNATURE _____
Date _____

DEAN'S SIGNATURE _____
Date _____

This permission is not effective until this form has been processed by the Office of Records and Registration.



VCU

Strategic Enrollment Management
and Student Success