



Course Overload (Overhours) Request

Student Information					
Last Name:	First Name/MI:	Student ID No:			
Advisor:	Phone:	VT Email:			
Major:	Overall GPA:	Level:	FR	SO	JR SR
Total Hours Requested	Term you plan to take courses:	Fall	Spring	Summer	Winter Year

Directions:

Any student wishing to take more than 19 hours in a semester or 9 hours in a summer session should complete this form.

1. Complete this form during the Drop/Add period (not during course request)
2. Schedule an appointment with your PH Advisor to review and discuss your request. Your advisor will submit the form to the department for approval
3. You will be contacted if your request is DENIED or if additional information is needed regarding your request.
4. If your GPA is between 2.0 and 2.5, you may request overhours only if graduating this term and these overhours are **required** to complete graduation requirements. If your GPA is below 2.0 you may not request overhours.
5. Processing of this form **DOES NOT** register you for any courses. Once **Overhours** has been approved you will be notified and can add/force add the course/s. Students are responsible for adding any additional courses.

Reason for request:

List your course schedule for the semester in which the overload is requested.

List all courses you wish to take. All information is required.

Dept	Course #	CRN/Course Title	Hours	A-F or P/F (check one)	
				A-F	P/F
				A-F	P/F
				A-F	P/F
				A-F	P/F
				A-F	P/F
				A-F	P/F
				A-F	P/F
				A-F	P/F

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Office Use Only

Date Received:

Date Processed:

Processed by: