



# OVERLOAD PERMISSION REQUEST

Students with a 3.00 term GPA or higher for two consecutive terms may file an Overload Permission Request to exceed the maximum student credit load limit of 18 credits. Presidential permission is required.

Date  Student ID

Student Name

Course Number and Title

Semester  Total Credits

Student Signature  Date

DETERMINATION OF REQUEST:  Approved  Not Approved

Comment:

President Signature  Date

*For office use only*

<input type="text"/> Date received and initials Original/ Student file	<input type="text"/> Date processed and initials Scanned copies to student and SAS
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## **Overload Permission Request Procedure**

1. The student will meet with a Student Achievement Specialist (SAS) to complete the form.
2. The SAS will verify the student meets the 3.00 term GPA or higher for two consecutive terms requirement.
3. The SAS will make an appointment to meet with the President.
4. The SAS and student will meet with the President.
5. If approved, the SAS will submit the document to the Registrar.
6. The Registrar will date and initial submission.
7. The Registrar will scan document and send via email to the SAS and student. This will serve as official notification.
8. The Registrar will date and initial the form to indicate the overload permission request was processed.
9. The original form will be placed in the student's academic file.