



# UNM

## COLLEGE of ARTS & SCIENCES

### Overload Request Form

A maximum load of 18 semester credit hours has been established for undergraduate students. For the summer session this maximum will be 9 semester credit hours. Students must obtain special approval from their college for any hours above these maximums. Additional tuition will be charged for each credit hour over 18 credit hours (9 credit hours for summer session). If the overload request is approved a student will be able to register two weeks prior to the semester starting.

The following information—provided by you—together with your academic record will be reviewed. If the request is approved, an authorization will be issued.

#### **Student Information:**

Name: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_ Semester that Overload is **Needed**: \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Anticipated Gradation Date: \_\_\_\_\_

**Total credit hours over 18 requesting:** \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Please list your current course(s) schedule and the additional course(s) you would like to take below:**

<b>Course:</b> <i>Example: Psychology 105</i>	<b>Credit Hours:</b> <i>Example: 3</i>

**Total hours:** \_\_\_\_\_

#### **Please note:**

- Students with a 3.0 GPA or higher are automatically granted overloads.
- Students with a GPA less than a 3.0 **MUST** meet with their advisor to discuss the request.
- Any student requesting more than 24 hours in a semester **MUST** also meet with their advisor to discuss the request.
- Students must register for courses themselves. **Additional tuition** will be charged per credit hour above the regular semester limit at the semester's current tuition rate upon registration.

Received By: \_\_\_\_\_ A&S