

# Course Overload Request

**CLA students: Submit to the Office of the Registrar by email or in Carnegie Hall (2<sup>nd</sup> floor)**

**HOLT undergraduate students: Submit to your Holt advisor by email or in Carnegie Hall (2<sup>nd</sup> floor)**

Student Name: \_\_\_\_\_ R -Number: \_\_\_\_\_

Term:  Fall  Spring  Summer Term Year: \_\_\_\_\_

Student Type:  College of Liberal Arts  Hamilton Holt School

- This form is due to the Registrar’s Office no later than 5:00 p.m. of the 5<sup>th</sup> day of class and required for:
  - CLA students who wish to register for 23-30 semester hours.
  - Holt students who wish to register for 17-20 semester hours (fall/spring) or 13-16 hours (summer).
- Must have a minimum grade point average of 3.0.
- Students who do not meet the 3.0 minimum GPA or who wish to enroll in more than credit hours outlined above are not eligible for a course overload may subject to review by the Academic Appeals Subcommittee of the Curriculum Committee.
- Overload will not be granted for new, non-transfer students.

List all courses you wish to take during the specified term:

Subject <i>(ex: BUS)</i>	Course <i>(ex: 100)</i>	Title	Credit Hours
Total Requested Credit Hours:			

First Term at Rollins: \_\_\_\_\_ Hrs Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

Employment Status:  Full-time  Part-time  Not employed (during relevant semester)

Reason for request:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name (please print): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Office Use Only</i>		
Date received: _____	Approved by Registrar? _____	Processed by: _____