

Course Overload Request

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

HOLT undergraduate students: Submit to your Holt advisor by email or in Carnegie Hall (2nd 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 5th 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).
- To be eligible for consideration, students may not have a grade of Incomplete (I) from a previous semester and must have a minimum grade point average of 3.0. Overload will not be granted for new, non-transfer students.
- 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.

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: _____