



Request for Overload

Office of the Dean
Jennings A. Jones College of Business

Procedure for Requesting Overload

1. Secure a copy of this form from the department chair's office. Advisors may copy the form from the V:\OverloadRequestForm.
2. Review the standards shown below taken from the *Semester Hour Load of Student* section of the MTSU Undergraduate Catalog.
3. Complete the form in consultation with your faculty advisor and bring the completed form to the Office of the Dean, N219 Business and Aerospace Building.

Semester Hour Load of Student

Students should determine their semester course loads after careful consideration of time commitment outside the classroom. Students who work a significant number of hours per week should consider attempting fewer hours each semester. One's own time commitments, work and study habits, and other considerations should be reviewed with the academic advisor prior to the selection of courses.

Fifteen or sixteen semester hours of credit is the "normal" Fall or Spring load for students who wish to graduate in four years. Eighteen semester hours (excluding courses for audit) is the maximum load for a student during any semester while enrolled only at MTSU or concurrently at another institution.

1. Students with a 3.5 average on all college work attempted may be permitted to take up to 21 semesters in a semester.
2. Students with a 3.00 average may be permitted to take a maximum of 19 hours in a semester provided one hour is Military Science, Physical Education activity, or CSCI 1000.
3. Graduating seniors may be permitted to take an overload with the limits above during the last semester in residence to graduate.

Following are the maximum number of Semester hours in which an undergraduate student may enroll during sessions within a Sumer term:

Full Term, 13 weeks, 14 hours	Session 1, 3 weeks, 4 hours	Session 2, 5 weeks, 8 hours
Session 3, 5 weeks, 8 hours	Session 4, 10 weeks, 14 hours	RODP, 10 weeks, 14 hours
All Sessions, combined total of 18 hours		

Students who wish to enroll for credit hours in excess of these limitations must obtain permission at least two weeks prior to registering for classes from the academic advisor and the dean of the college in which that student is pursuing a major. Students who have not declared a major must obtain permission of the advisor in the Academic Support Center and approval of the director of the Academic Support Center. Student athletes must obtain permission of the advisor in the Athletic Enhancement Center prior to obtaining approval of the academic advisor and dean of the college in which student is pursuing a major.

Student

Full Name	MTSU ID	Major	Date
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Term and Total Number of Hours Requested

Fall (18)	Spring (18)	Full Term (14)	Session 1 (4)	Session 2 (8)	Session 3 (8)	Session 4 (14)	RODP (14)	All Sessions(18)
Year/Hours	Year/Hours	Year/Hours	Year/Hours	Year/Hours	Year/Hours	Year/Hours	Year/Hours	Year/Hours

Reason for Requesting Overload

NOTE: Overloads will not typically be considered unless a student has earned at least 12 MTSU hours.

Overload Approval Signatures

Advisor's Signature	Date	Dean's Signature	Date
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