Virginia Commonwealth University

OVERLOAD APPROVAL FORM

UNDERGRADUATE DEGREE–SEEKING STUDENTS

The maximum number of credits for which an undergraduate student may enroll in any given semester without permission is 19. Total credit load includes any combination of course for credit or audit (excluding the Holiday Intersession). Enrolling for more than 19 credits is an academic overload. An undergraduate student enrolled for more than 18 credits during any semester will be charged an overload tuition fee. Permission to enroll for more than 19 credits will be granted upon approval of the student's adviser and academic dean.

GRADUATE DEGREE–SEEKING AND GRADUATE NON–DEGREE SEEKING STUDENTS

The maximum number of credits for which a graduate student may enroll in any given semester without permission is 15. Total credit load includes any combination of graduate or undergraduate courses for credit or audit (excluding the Holiday Intersession). Enrolling for more than 15 credits is an academic overload. A graduate student enrolled for more than 15 credits during any semester will be charged an overload tuition fee. Permission for an overload will be granted upon approval of the degree-seeking graduate student's adviser and academic dean. Questions regarding overload approval for nondegree-seeking graduate students should be submitted to the Graduate School.

NAME _____ | | | | | | | | | |
Last First MI Student ID

SEMESTER Fall Summer Spring YEAR_____

TOTAL LOAD Credits _____ _____ _____
Student's Signature Date

APPROVAL

ADVISER'S SIGNATURE _____ Date _____

DEAN'S SIGNATURE _____ Date _____

This permission is not effective until this form has been processed by the Office of Records and Registration.

Virginia Commonwealth University
Office of Records & Registration
Division of Student Affairs & Enrollment Services
P.O. Box 842520 • Richmond, VA 23284-2520
http://www.vcu.edu/enroll/rar/

an Equal Opportunity/Affirmative Action university