Clark Atlanta University

Course Overload Form

Student's registering for more than eighteen (18) credit hours must have permission from the Dean for Undergraduate Studies. This form must be presented at the time the student registered for classes.

Name: _____

Local Address:_____

_____

CAU email address:_____

Local Or Cell Telephone No. (_____) _____

Student ID No.: _____

_____ hours during _____ term.

Cumulative GPA: _____Cumulative Credit Hours: _____

Date submitted: _____

Decision: ☐ **Approved** ☐ **Denied**

Student's rational for requesting overload: _____

_____

_____

_____

(Do not write below this line.)

Director Enrollment Support Services and Student Retention:

☐ **Recommended** ☐ **Not Recommended** _____

Director of Enrollment Support Services & Retention **Date**

Comments: _____

_____

_____

Departmental Chair/Advisor

☐ **Recommended** ☐ **Not Recommended** _____

Departmental Chair/Advisor **Date**

Comments: _____

_____

_____

Dean for Undergraduate Studies

☐ **Recommended** ☐ **Not Recommended** _____

Dean for Undergraduate Studies **Date**

Comments: _____

_____

_____

COURSE LOAD POLICY

A student may take up to eighteen hours during the fall or spring term. A student may take up to nine hours in the summer without being charged for an overload. Students who desire to take more than eighteen hours or nine hours in the summer will be charged additional tuition fees for an overload and must meet all of the following requirements:

- A 3.25 GPA.
- Permission of their department chair.
- Approval of the Dean for Undergraduate Studies or designee.
- Payment for each additional hour.

The maximum load is twenty-one credit hours for the fall or spring term. The maximum load in the summer is nine hours without special permission.

OVERLOAD CHECKLIST

The following checklist provides suggested criteria for granting overload approval to those students not in compliance with University policy.

Yes	No	
☐	☐	3.25 GPA or higher
☐	☐	Average successful completion of 16-18 credits during prior semesters
☐	☐	Lab/seminar/choir/band/P.E. courses cause overload
☐	☐	4 credit hour courses cause overload
☐	☐	Graduating Senior

Should "no" be check by more than two of the above, the student should not be allowed to take an overload.