

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: <input type="checkbox"/> Approved <input type="checkbox"/> 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 | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3.25 GPA or higher |
| <input type="checkbox"/> | <input type="checkbox"/> | Average successful completion of 16-18 credits during prior semesters |
| <input type="checkbox"/> | <input type="checkbox"/> | Lab/seminar/choir/band/P.E. courses cause overload |
| <input type="checkbox"/> | <input type="checkbox"/> | 4 credit hour courses cause overload |
| <input type="checkbox"/> | <input type="checkbox"/> | Graduating Senior |

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