



**APPEAL FOR OVERLOAD FORM
SUMMER or INTERSESSION
UNDERGRADUATE**

NAME _____ USD ID# _____ PHONE _____

MAJOR _____ CLASS LEVEL _____ PETITIONED TO GRADUATE? _____

IF YES, FOR WHAT DATE? JANUARY MAY AUGUST YEAR _____

Exceptions are rarely made to the overload policy and the student must have a compelling reason. Petitioning for an overload is no guarantee it will be granted. Students may not register for the additional class until final approval is received. Before signing up for your overload class, you must get approval signatures from (1) your advisor, (2) your dean, and (3) the Summer and Intersession Associate Registrar. **After completing the course information, sign the form and send it to your academic advisor. It will then be routed to the Dean's Office and the Summer and Intersession Office for approval.**

LIST ALL COURSES YOU PLAN TO TAKE DURING THE SESSIONS IN QUESTION:

SESSION	CRN	SUBJ	COURSE #	SECT #	UNITS	DAYS	TIME
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

TOTAL NUMBER OF UNITS INTENDED TO TAKE AT USD? _____ NUMBER OF HOURS PER WEEK YOU WILL BE EMPLOYED DURING OVERLOAD? _____

TOTAL NUMBER OF UNITS INTENDED TO TAKE OUTSIDE OF USD? _____

EXPLAIN YOUR NEED TO TAKE AN OVERLOAD AND CONSEQUENCE IF NOT APPROVED

Policy per the College of Arts and Sciences, Knauss School of Business and Shiley-Marcos School of Engineering:
Changes with the same or less units are permitted. Any other changes to the students schedule need approval.

By signing below the student acknowledges that they will abide by the policy set by their school if any changes are necessary to their schedule.

Student's Signature _____ Date _____

Dean's Special Notes:

FOR OFFICE USE ONLY

Advisor's Approval	Denial	_____	Date	_____
Academic Dean's Approval	Denial	_____	GPA	_____
for Session Overload	_____	Session(s)	_____	_____
for Unit Overload	_____	# of units	_____	Date _____
Summer and Intersession Office Approval	_____	Date	_____	_____