



**APPEAL FOR OVERLOAD FORM
SUMMER or INTERSESSION**

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. Once you have the appropriate signatures, you may go to the One Stop Student Center to sign up for your overload classes.

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

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

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

DESCRIBE ANY PREVIOUS EXPERIENCE IN TAKING AN OVERLOAD

Student's Signature _____ Date _____

SUBMIT FORM WITH A CURRENT COPY OF YOUR ACADEMIC RECORD TO YOUR ADVISOR AND DEAN FOR SIGNATURES AND BRING COMPLETED FORM TO FOUNDERS 117.

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 _____