



**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, take this form with your Add form 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
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

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 EMAIL COMPLETED FORM TO SIO@SANDIEGO.EDU.**

**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 _____