



Last Name	
First Name	
U.Va. ID #	
U.Va. email	
Phone #	

## CREDIT HOUR OVERLOAD REQUEST

**INSTRUCTIONS:**

1. Complete this form.
2. For each class you wish to add above 17 credit hours, get a **course action form** (print from the UREG website) **signed by the instructor** of the class, even if the class is currently open.
3. Print a copy of your **unofficial transcript** from your SIS account. Transcript **must include** grades for the semester preceding the semester for which the overload is requested.
4. Return **all three items together** – this form, signed course action form/s, and transcript – to your Association Dean’s drawer in 101 Monroe Hall.

**DEADLINE:** This form must be submitted by the ADD deadline of the semester for which the request is made.

**Association:** Are you or were you ever an  Echols Scholar  Student Athlete  Transfer Student

If none of the above, what was your **first-year residence hall?** \_\_\_\_\_

**Academic Year:** 1st 2nd 3rd 4th **Major:** \_\_\_\_\_ In BA/MT program? Yes No

**To assist your Association Dean in evaluating your request, please check if you have:**

- a cumulative GPA of 3.0 or higher;
- earned a minimum GPA of 3.0 in the previous semester;
- passed at least 15 credits in the previous semester, or  studied abroad previous semester;
- completed at least one full-time fall or spring semester of course work at U.Va.

*If you do not meet all of the above criteria, plan to schedule a meeting with your Association Dean.*

*New students (first year and transfer students) are strongly discouraged from enrolling in more than 17 credits.*

**Request and reason for request:**

**Current** course load: \_\_\_\_\_ credit hours. **Requested** course load: \_\_\_\_\_ credit hours.

*Office use only*

**Dean’s Notes:**

**Dean’s Decision:**  Approved  Denied **Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Initial: Added in SIS: \_\_\_\_\_ Student notified: \_\_\_\_\_ Entered in DB: \_\_\_\_\_