



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

CREDIT HOUR OVERLOAD REQUEST

INSTRUCTIONS:

1. Complete this form, **including the course action form on the back.**
2. If you wish to add more than one class, attach an additional **signed course action form** (copy back of this page or print from the UREG website) for each 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 items together** – this form, additional signed course action forms if needed, 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: _____

CREDIT HOUR OVERLOAD COURSE ACTION FORM

Last Name	
First Name	
UVA ID #	

Enter the **COMPLETE** information for the class you wish to add. Use the second line for discussion or lab section information, if applicable. Obtain the instructor's signature, **even if the class is currently open**.

If you wish to add more than one class, please attach a **signed course action form** (either a copy of this page, or printed from the UREG website) for **each** additional class.

ONE CLASS PER COURSE ACTION FORM. FOR ADDITIONAL CLASSES, ATTACH ADDITIONAL FORMS!

Class Number (5-digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	# of Credits	Grading Option (check ONE)		
						Grade	CR/NC	Audit

Other overrides:

- Requisites/Course Restricted
 Instructor Permission Required
 Course Full

Instructors: Students with signed course action forms will be added to the specified class, whether or not all necessary overrides are selected.

Instructor Signature

With the addition of this course, I will be enrolled in _____ credits.