



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**, which **must be signed** by the instructor of the class you wish to add, even if that class is currently open.
2. If you wish to add more than one class, attach an additional **signed course action form** (copy back of this page) 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.

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

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 not permitted to enroll 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: \_\_\_\_\_   CLAS | Revised September 18, 2019

## CREDIT HOUR OVERLOAD COURSE ACTION FORM

<b>Last Name</b>	
<b>First Name</b>	
<b>UVA ID #</b>	

**NOTE:**

**You will not be added to your requested course/s** if doing so will cause the course enrollment to exceed the room capacity of the assigned room. Course enrollment cannot exceed room capacity. **THERE ARE NO EXCEPTIONS.**

Please check your SIS Student Center regularly to see if the requested course has been added to your schedule. If you are not enrolled after four working days, it is very likely that we were unable to enroll you. You will be notified as soon as possible of the outcome of your request, but due to the volume of requests we are unable to notify you immediately or to respond to queries about the status of any individual request.

To avoid delays and challenges in finalizing your schedule, request an open course or courses if possible.

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** (a copy of this page) 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, unless doing so would cause course enrollment to exceed room capacity (see NOTE above).

\_\_\_\_\_  
Instructor Signature

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