UNIVERSITY OF VIRGINIA
COLLEGE OF ARTS & SCIENCES

Last Name	
First Name	
Student ID	9 digits on the back of your UVA ID badge
UVA Email	@virginia.edu
Phone #	

CREDIT HOUR OVERLOAD REQUEST

INSTRUCTIONS

1. **Confirm** that you will be able to enroll in the course.
   a. If the course requires instructor permission, you must request permission in SIS first. Then, attach a copy of the email from the Student Information System confirming that the instructor has granted permission.
   b. The course *must* have open seats at the time the College processes the request. The College will not add you to a waitlist or override the course capacity that you see in SIS, even if seats were available when you originally submitted the request.
2. **Complete** all required fields in this form, ensuring that all information is accurate. Download a copy of your unofficial transcript from SIS and attach it to this form when prompted. The transcript must include all final grades for the prior semester, and all enrollments for the current semester.
3. **Wait** for your Advising Dean to review your request. DocuSign will email you if your request is denied. If your request is approved, the College will attempt to enroll you in the requested course and then email you with any further details.

DEADLINE

This form must be submitted no later than the ADD deadline of the course listed in the request.

ADD deadlines are posted on the UREG website:

REQUIREMENTS

- You must have a minimum cumulative GPA of 3.25 and you must have earned a minimum GPA of 3.25 in the most recently completed Fall or Spring semester at UVA.
- You must have earned 15+ credits or studied abroad in the most recently completed Fall/Spring semester.
- You may also be eligible if you are in your fourth year and require an overload to graduate on time.

If you do not meet the requirements, you must discuss this with your advising dean *first*.

ADVISING DEAN

Select your Advising Dean:

You can find the name of your Advising Dean in the UVA eAdvising System:
If your Advising Dean is not listed at the top of that page, click on the Advising tab to the left and your Advising Dean will be listed. **Selecting the wrong Dean may delay or invalidate your request.**

STUDENT INFO

Academic Year: Major(s):

Are you enrolled in a BA/MT program?

Check all of the following that apply to you: Attach Your Unofficial Transcript

I earned a cumulative GPA of 3.25 or higher;

I earned a GPA of 3.25 or higher in the previous semester;

I earned at least 15 credits in the previous semester, or   studied abroad in the previous semester;

I have completed at least one full-time Fall or Spring semester of coursework at UVA.

I have discussed this request with my advising dean already (provide any details below).

Reason for request:

COURSE TO ENROLL

Does the requested course have open seats in SIS?

Does the requested course require instructor permission?

How many credit hours are you **currently** enrolled in?
How many **total credit hours** are you requesting to be enrolled in?

Provide/confirm the information for the course. **One class per form!**

Class # (5 digits)	Subject Area (e.g. BIOL)	Course # (4 digits)	Class Section	Course Title	# of Credits	Grading Option

Does this class have a related lab, exam, or discussion section?

Class # (5 digits)	Subject Area (e.g. BIOL)	Course # (4 digits)	Class Section	Course Title	# of Credits	Grading Option

Are you submitting (or have already submitted) any other credit hour overloads for this semester?

I have reviewed all information and attached my unofficial transcript as well as any other required documentation.

Student's Signature: *VOID, Do Not Sign!*   Date:

DEAN APPROVAL

Notes:

Dean's Signature: *VOID, Do Not Sign!*   Date:

STAFF PROCESSING

Student Enrolled
Student Notified   Staff Initials: *VOID, Do Not Process!*