New students (first year and transfer students) are not permitted to enroll in more than 17 credits in their first semester.

**CREDIT HOUR OVERLOAD REQUEST**

**INSTRUCTIONS:**

1a. For classes with open seats, please complete all required fields for this form, including your electronic signature.

1b. For classes that are full, you will need to contact the instructor to request an Ad Hoc permission in SIS to enroll. When you submit this form please ensure that you attach the email from the Student System confirming that the instructor has granted you Ad Hoc permission.

2. Use one Credit Hour Overload Request form for EACH course that you wish to add above your credit limit.

3. Print a copy of your *unofficial transcript* from your SIS account and attach to form. Transcript must include grades for the semester preceding the semester for which the overload is requested.

**Association:** Are you or were you ever an Echols Scholar Student Athlete Transfer Student Veteran None

If none, what was your first-year residence hall? ________________________________

**Academic Year**

**Major:** ________________________  In BA/MT program?

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.

**Request and reason** for request:

Current course load: _______ credit hours. Requested course load: _______ credit hours.

**Office use only**

Dean’s Notes:

Dean’s Signature: __________________________ Date: __________

Staff Initial: Added in SIS: _______ Student notified: _______ Entered in DB: _______
Enter the COMPLETE information for the class you wish to add. Use the second line for discussion or lab section information, if applicable and the section is open. Full sections will not be added and the overload will be rejected. Incomplete forms will be denied.

**ONE CLASS PER FORM. FOR ADDITIONAL CLASSES, SUBMIT ANOTHER CREDIT HOUR OVERLOAD FORM!**

<table>
<thead>
<tr>
<th>Class Number (5-digits)</th>
<th>Subject Area</th>
<th>Course # (4 digits)</th>
<th>Class Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>Grading Option (Select One)</th>
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Student Signature

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