Course Overload Permission Form

Undergraduate Students obtain overload permission from the Dean/Designee of the College/School of their major, and academy students obtain permission from the Honors College. Although a typical course load is 15 semester credit hours, a student may register for 18 semester credit hours without special permission (see catalog for summer exceptions). A student on the Dean's List may register for 20 hours without special permission. Students within 30 credit hours of graduation with a cumulative grade point average of 2.0 may carry up to the maximum of 21 credit hours for two semesters without special permission. *If you were on the Dean's List and/or a senior within 30 hours of graduation, this form is not necessary. Please contact the Registrar's Office at registrar@westga.edu to have your course load reviewed.*

Graduate Students who do not hold an assistantship (GTA, GRA, GA) may register for 12 credit hours without permission. Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the Director of their graduate program and from the Director of Graduate Studies for their college or school. (Some programs may require additional levels of approval.)

Please note: Completed form to be submitted to the Registrar's Office for processing. This form will not be processed without appropriate signatures. Incorrect or missing signatures will result in delayed processing. Student will be contacted via secure UWG email account once the form has been processed.

Student Name_____Date_____

UWG ID_____Semester/Year_____

Declared Major/Program of Study_____

Approved Graduate Hours_____ Approved Undergraduate Hours_____

UNDERGRADUATE STUDENTS:

_____Date_____

Advisor's Signature

_____Date_____

Dean/Designee's Signature (Required)

GRADUATE STUDENTS:

_____Date_____

Director Program Director's Signature (Required)

_____Date_____

Director of Graduate Studies or Dean/Designee's Signature (Required)

_____Date_____

Registrar's Office Use Only

Revised October 2015