

# MIDDLE TENNESSEE STATE UNIVERSITY -- COLLEGE OF LIBERAL ARTS

## REQUEST FOR OVERLOAD

Catalog Policy - Semester Hour Load of Student

Students should determine their semester course loads after careful consideration of time commitment outside the classroom. Students who work a significant number of hours per week should consider attempting fewer hours each semester. One's own time commitments, work and study habits, and other considerations should be reviewed with the academic advisor prior to the selection of courses.

Fifteen or sixteen semester hours of credit is the "normal" Fall or Spring load for students who wish to graduate in four years. Eighteen semester hours (excluding courses for audit) is the maximum load for a student during any semester while enrolled only at MTSU or concurrently at another institution.

- Students with a 3.50 average on all college work attempted may be permitted to take up to 21 semester hours in a semester.
- Students must have a 3.0 average in order to take 19 hours provided that 1 hour is physical education or one credit course.
- Graduating seniors may be permitted to take an overload with the limits above during the last semester in residence to graduate.

**Overload requested for (Check one)**  Fall  Spring  Summer

Date	Student's Name	M # (No Social Security #'s)
Student's Major	Department of Major	Year
Total Semester Hours Requested	*Overall Grade Point Average	Total Credit Hours Earned to Date

\*The Student's overall grade point average (GPA) is a required part of this form

**Reason for Requesting Overload:** (Please check the appropriate reason)

- Grade Point Average (21 hours may be approved if student has 3.5 inclusive GPA - this is an average of ALL college work.)
- Candidate for degree at next commencement
- Repeating \_\_\_\_\_ hours

Other reasons:(please explain)

Statement by advisor: I recommend that the student named above be authorized to take an overload as requested in the semester as designated.

Signature of Advisor (Faculty or College)	Date
CLA Advising Manager	Date

**For questions about requesting an overload contact your college advisor or come to  
CLA Advising office, Peck Hall 134**