

Course Overload Request

Student Name	<input style="width: 95%;" type="text"/>	Student ID	<input style="width: 95%;" type="text"/>	
Major	<input style="width: 95%;" type="text"/>	Term	Fall <input style="width: 20px;" type="checkbox"/>	Spring <input style="width: 20px;" type="checkbox"/>
			Summer <input style="width: 20px;" type="checkbox"/>	
Preferred Phone Number	<input style="width: 95%;" type="text"/>	Email	<input style="width: 95%;" type="text"/>	

List Course(s) Requested

Course Code	Course Title	Credit Hours	Load Hours	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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Students should plan academic loads in consultation with an Academic Advisor. A student is required to gain approval for taking either more than 18 credit hours in one term or more than 18 load hours in any portion of one term. A credit hour and load hour are equal with one exception. Load hours for all **accelerated courses** are twice the credit hours. Approval must be gained from the Academic Advisor and the Assistant Director, Academic Advising. ***This is generally not granted if the cumulative GPA is under a 3.0 and or less than 20 hours has been completed at Franklin University.***

Requests will be evaluated based on outside responsibilities and commitments, cumulative GPA (3.0 or higher is generally required), completed hours at Franklin University (20 or more hours is generally requirement), types of courses requested, academic strengths and weaknesses, and motivation.

On the following page, provide an explanation of the reason for your overload request. State why the overload is especially important to you. Be specific, include the evaluation criteria listed above and show evidence that you can successfully handle the overload. Wanting to graduate as soon as possible, by itself, is not a reason for approval.

I understand this request, if approved, is for an exception to University academic policy and that I alone am responsible for the consequences of taking an overload.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Student's Signature	Date

FOR OFFICE USE ONLY

Cumulative GPA <input style="width: 40px;" type="text"/>	Hours at Franklin <input style="width: 40px;" type="text"/>
Academic Advisor <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Asst Director <input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature / Date	Signature / Date

COMMENTS:

COMMENTS:

Student Notified by: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>	STMC (initials): <input style="width: 95%;" type="text"/>
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Explanation for Overload Request (please type directly in the box):