

**REQUEST FOR OVERLOAD APPROVAL**  
 (>18 semester hours for Fall &/or Spring, and >14 semester hours for Summer)

Procedure:

- I. Give a reason for your request below, along with your signature, social security number, printed name, phone number, and today's date.
- II. A. If your USF and/or overall gpa is 3.0 or higher, this is all that is necessary.  
 B. If your USF and/or overall gpa is NOT 3.0 or higher, you will need feedback from an academic advisor before your request will be considered.
- III. Turn in the completed form to the following location:  
**BEH 201** CAS Office of Graduate & Undergraduate Studies (all majors)
- IV. **You should allow at least 24 hours for processing.** You can check OASIS to see if the overload hours have been put in the system. If your request is denied, you will receive notification in via email.

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Name: \_\_\_\_\_ Student ID: U\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ Semester: \_\_\_\_\_

Total number of semester hours requested: \_\_\_\_\_

I am asking for an overload for \_\_\_\_\_ for the following reason:  
(semester/year)

My proposed list of classes for the semester in which I am requesting the overload is as follows:

***I understand that it may not be in my best interest to take an overload, and I accept full responsibility for my actions.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisors Comments (Mandatory for students with grade point average <3.0):

  
  
  
  

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**Office Use Only**

GPA: \_\_\_\_\_ Approval Signature: \_\_\_\_\_ Hours Approved: \_\_\_\_\_ Date: \_\_\_\_\_