College of Liberal Arts and Human Sciences

VirginiaTech
Invent the Future

Request for Overload

Student ID No:	Major:
Last Name:	First Name:
VT Email:	Cell Phone Number:
Academic Class: FR SO JR SR	Overall GPA:
Primary Advisor:	

Total Hours Requested:
Term (Circle): Fall Spring Summer I Summer II
Year:

All CLAHS students who wish to take more than 19 hours in a semester or 7 hours in a summer session should complete this form.

- Complete this form and present it to your advisor for his/her signature. Requests will not be processed without advisor's signature.
- Return completed form to 238 Wallace no later than 5:00 PM on the last day of the Course Request Period.
- You will be contacted if this request is denied or if you need to make an appointment to speak with the Associate Dean of Undergraduate Academic Affairs to discuss your request.
- If GPA is between 2.0 and 2.5, you may request an overload only if graduating this term and this overage is required to complete graduation. Attach a current DARS report in addition to this form for review. If GPA is below 2.0, you may not request an overload.
- **Processing of this form does not register you for any courses. Students are responsible for adding courses upon approval of this request.**
- Approved requests will not be processed if there are holds on your student account.

List your course schedule for the semester in which the overload is requested.
List all courses you wish to take. All information is required.

Department	Course Number	Course Title	Hours	A/F or P/F (Circle One)
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F

Student Signature:_____Date: _____

Advisor Signature:_____Date: _____

Associate Dean Signature:_____Date: _____
CLAHS Associate Dean of Undergraduate Academic Affairs (238 Wallace Hall)

Office Use Only:
Date Received:_____ Date Processed: _____ Processed by: _____