



Last Name	
First Name	
U.Va. ID #	
U.Va. email	
Phone #	

CREDIT HOUR OVERLOAD REQUEST

INSTRUCTIONS:

1. Complete this form.
2. For each class you wish to add above 17 credit hours, get a **course action form** (print from the UREG website) **signed by the instructor** of the class, even if the class is currently open.
3. Print a copy of your **unofficial transcript** from your SIS account. Transcript **must include** grades for the semester preceding the semester for which the overload is requested.
4. Return **all three items together** – this form, signed course action form/s, and transcript – to your Association Dean’s drawer in 101 Monroe Hall.

DEADLINE: This form must be submitted by the ADD deadline of the semester for which the request is made.

Association: Are you or were you ever an Echols Scholar Student Athlete Transfer Student

If none of the above, what was your **first-year residence hall?** _____

Academic Year: 1st 2nd 3rd 4th **Major:** _____ In BA/MT program? Yes No

To assist your Association Dean in evaluating your request, please check if you have:

- a cumulative GPA of 3.0 or higher;
- earned a minimum GPA of 3.0 in the previous semester;
- passed at least 15 credits in the previous semester, or studied abroad previous semester;
- completed at least one full-time fall or spring semester of course work at U.Va.

If you do not meet all of the above criteria, plan to schedule a meeting with your Association Dean.

New students (first year and transfer students) are strongly discouraged from enrolling in more than 17 credits.

Request and reason for request:

Current course load: _____ credit hours. **Requested** course load: _____ credit hours.

Office use only

Dean’s Decision: Approved Denied

Dean’s Notes:

.....
Staff Initial: Course/s added in SIS: _____ Student notified: _____