

Andrew College

Course Overload Request

Any course load over 18 credit hours is considered an overload, and the permission of the Dean of Academic Affairs is required for a student to carry an overload. To receive approval, normally a grade point average of 3.0 is required. Under no circumstances will a student be allowed to take more than 21 credit hours in one term, unless the student is in the Music Program or AndrewServes. For students in the Music Program, any load over 20 credit hours will be considered an overload, and music students cannot take more than 23 credit hours per semester. Likewise, AndrewServes students will not be considered in overload status unless they exceed 20 credit hours and cannot take more than 22 credit hours per semester. Varsity sports, Choraliers, private music lessons, and Servant Leadership courses are exempt from overload fees.

Student ID: _____ Last Name _____ First Name _____

Andrew College email: _____@andrewcollege.edu Are you in AndrewServes? Yes No

Major (i.e. Biology): _____ Advisor: _____

Cumulative GPA: _____ Do you have any unresolved grades of I (incomplete)? Yes No

Semester of request (i.e. Fall 2022): _____ Total Semester Hours Requested: _____

Please list the course that would put your total hours above 18 or above 20 if in the Music Program or AndrewServes.

Course #: _____ Section _____ Title: _____

Please explain the reason for this request on the back of this form.

I understand that

- Submission of this form and/or its acceptance by my advisor and/or Academic Affairs does not guarantee approval.
- I will be notified of the disposition of this request via email at my Andrew College email.
- If approved, I will be registered for the requested course and responsible for any, if any, additional tuition.

Student Signature: _____ Date: _____

I have met with the student and recommend the overload.

Advisor Signature: _____ Date: _____

Date received: _____ Approved: Yes No

If no, reason why denied: _____

Dean of Academic Affairs: _____ Date: _____

If approved, date course added: _____

Date student/advisor notified of decision: _____

Registrar: _____