KNOX COLLEGE

OFFICE OF THE REGISTRAR

OVERLOAD REQUEST FORM

The normal load during one term is 3 credits. The regular maximum load is 3-1/2 credits, or 3 credits for students on unsatisfactory status. Permission to enroll for more credit must be obtained from the Academic Standing Committee; Faculty Regulation C.4.5 specifies an absolute maximum of 4 credits. Permission is usually granted to students having strong academic records and well-reasoned programs of study, and is seldom given without these conditions. The overload fee will be charged to **all** students enrolled for more than 3-1/2 credits. For 2009–10 the overload fee is $1750 for one-half extra credit, per term.

ID Number _____ Name of student (please print) _____ Date _____

Current cumulative index _____ Class _____ Proposed enrollment for term and year _____

Current Academic Status *(check one)* ❑ Good Standing ❑ Probation

Department	Course Number	Credits	Indicate courses to be deleted if permission is denied

Reasons why you feel overload is justifiable as well as necessary (use reverse side of form if more space is needed):

Student signature _____

Statement of support (or non-support by advisor)

Advisor signature _____ Date _____

Advisor or student should return the completed form to the Associate Dean of the College.

If overload is approved, it will appear on the schedule the student receives from the Office of the Registrar following the end of the enrollment period. If permission is denied, you will receive special notification.

❑ Approved ❑ Denied

For Academic Standing Committee _____ Date _____

9/09