

## **Undergraduate Overload Approval Procedures:**

The Overload Request Form should be prepared and e-mailed to [anhollwy@memphis.edu](mailto:anhollwy@memphis.edu) or carried by the student to 107 Scates Hall. In order for a student to be reviewed for a course overload the student must have a **3.0 cumulative grade point average** or a **cumulative grade point average of 3.0 for the last three semesters.**

It is the student's responsibility to check with the office within two working days to find out the status of the overload request. Please note: the submission of an application is **not** an automatic guarantee that an overload will be granted.

## **ACADEMIC FULL-TIME CLASSIFICATION AND MAXIMUM LOAD**

<b><u>Term</u></b>	<b><u>Min. Hours</u></b>	<b><u>Max. Hours</u></b>
<b>Fall or Spring</b>	<b>12</b>	<b>**20.5</b>
<b>Pre Summer</b>	<b>*</b>	<b>7</b>
<b>First or Second Summer</b>	<b>*</b>	<b>9</b>
<b>Full Summer only</b>	<b>*</b>	<b>16</b>
<b>Session combinations (including Pre Summer)</b>	<b>*</b>	<b>23</b>

<b><u>Summer Terms</u></b>	<b><u>Enrolled Hours</u></b>	<b><u>Approval Required</u></b>
<b>Pre-Session</b>	<b>8 or More</b>	<b>Yes</b>
<b>First session</b>	<b>10 or More</b>	<b>Yes</b>
<b>First Teacher Session</b>	<b>7 or More</b>	<b>Yes</b>
<b>Second Session</b>	<b>10 or More</b>	<b>Yes</b>
<b>Second Teacher Session</b>	<b>7 or More</b>	<b>Yes</b>
<b>Full Session</b>	<b>17 or More</b>	<b>Yes</b>
<b>Total Summer Hrs</b>	<b>24 or More</b>	<b>Yes</b>

\* Any enrollment of less than 12 hours for all summer terms combined is defined as being less than full-time. The minimum number of hours required for full-time classification is 12 for any combination of Pre, First, Second, and/or Extended Sessions.

\*\* Students must have approval from the appropriate official in their degree-granting college for hours in excess of the maximum.

**NOTE: ID card validation of full-time for student activity purposes is based on a minimum of six credit hours per semester and does not necessarily constitute a full-time academic load.**

## **Registration for Overload Courses:**

After the overload has been approved in Scates 107 and processed in the Registrar's Office, you must register for all courses in myMemphis. If you have any difficulties, call the Helpline at 678-2810.

If you are unable to register for the overload requested for one Summer session, **you will not automatically be given overload approval for another session.** If you are in this situation you will need to contact the College of Arts and Sciences for an additional overload approval for another session. (Example: overload for the first session will not automatically be transferred to the second session unless there is a new overload approval on file).

**APPLICATION FOR OVERLOAD FORM**

Name: \_\_\_\_\_

U Number: U \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Major: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**REASON FOR REQUESTING OVERLOAD:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SEMESTER IN WHICH OVERLOAD IS REQUESTED:** \_\_\_\_\_

List all courses you plan to take during the semester for which the overload is requested. For summer overload requests, indicate which session each course will be taken (pre, 1<sup>st</sup>, 2<sup>nd</sup>, full).

Dept. and Course No.	Credit Hrs.	Summer Session
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL HOURS:</b>	_____	_____

**APPROVED:** \_\_\_\_\_

**NOT APPROVED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
(Dean or Dean's Designee)

**DATE:** \_\_\_\_\_