Undergraduate Overload Approval Procedures:

The Overload Request Form should be prepared and e-mailed to pakrech@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

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

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

* 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, 1st, 2nd, full).

Dept. and Course No.	Credit Hrs.	Summer Session
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL HOURS:	_____	_____

APPROVED: _____   **NOT APPROVED:** _____

SIGNED: _____   **DATE:** _____
(Dean or Dean's Designee)