

Flat rate tuition is charged for undergraduate students taking 12-18 credit hours fall or spring semesters. The normal course load for any one semester is 15-18 credit hours per week. This may vary depending on the student's major and academic standing. Approval to register for more than 18 hours per semester requires at least a 3.0 average in the previous semester and permission of the academic dean. Exceptions to the course overload permission grade point average requirement should be addressed with the academic dean. Additional tuition is charged for a course load of more than 18 credit hours. This will include charges for withdrawn courses, particularly after the first week of classes. This is important, as a student will be charged for additional credit hours when billable hours exceed 18. Please refer to the Undergraduate Bulletin, Expenses for financial information.

If you are intending to register for more than 18 hours for the upcoming semester, please complete the form below. Have your advisor sign it and then return it to the academic dean of your college. To be permitted for an overload, you must meet with your advisor and academic dean.

Some educational programs may require a student to take more than 18 credit hours in a given semester to complete degree requirements in four years. Please use this opportunity to discuss with your advisor and academic dean your long-range plan.

Name _____		Banner ID _____	
Email _____	Phone _____	Major(s) _____	
Graduation Date _____			
I request permission to register for _____ semester hours for the _____ semester			
I have earned _____ hours towards graduation. I understand part-time students are charged by the credit hour. I understand taking more than 18 credit hours per semester will result in tuition charges in addition to the flat rate tuition.			
My cumulative grade point average is _____ I am making the request for the following reason(s) _____			
I am taking the following course(s) _____			
Student Signature _____		Date _____	
Advisor Signature _____		Date _____	
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The above request is approved/not approved. Assistant Dean _____ Date _____			
Registrar _____		Banner _____	
<small>cas/bsob assistant deans offices 11/6/12</small>			