



# Course Overload Permission Form

**Undergraduate Students** obtain overload permission from the Dean/Designee of the College/School of their major, and academy students obtain permission from the Honors College. Although a typical course load is 15 semester credit hours, a student may register for 18 semester credit hours without special permission (see catalog for summer exceptions). A student on the Dean's List may register for 20 hours without special permission. Students within 30 credit hours of graduation with a cumulative grade point average of 2.0 may carry up to the maximum of 21 credit hours for two semesters without special permission. *If you were on the Dean's List and/or a senior within 30 hours of graduation, this form is not necessary. Please contact the Registrar's Office at registrar@westga.edu to have your course load reviewed.*

**Graduate Students** who do not hold an assistantship (GTA, GRA, GA) may register for 12 credit hours without permission. Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the Director of their graduate program and from the Director of Graduate Studies for their college or school. (Some programs may require additional levels of approval.)

*Please note: Completed form to be submitted to the Registrar's Office for processing. This form will not be processed without appropriate signatures. Incorrect or missing signatures will result in delayed processing. Student will be contacted via secure UWG email account once the form has been processed.*

Student Name \_\_\_\_\_ Date \_\_\_\_\_

UWG ID \_\_\_\_\_ Semester/Year \_\_\_\_\_

Declared Major/Program of Study \_\_\_\_\_

Approved Graduate Hours \_\_\_\_\_ Approved Undergraduate Hours \_\_\_\_\_

### UNDERGRADUATE STUDENTS:

\_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature

\_\_\_\_\_ Date \_\_\_\_\_

Dean/Designee's Signature (Required)

### GRADUATE STUDENTS:

\_\_\_\_\_ Date \_\_\_\_\_

Director Program Director's Signature (Required)

\_\_\_\_\_ Date \_\_\_\_\_

Director of Graduate Studies or Dean/Designee's Signature (Required)

	Date _____
Registrar's Office Use Only	