

Undergraduate Overload Approval Procedures:

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**. The Overload Request Form should be submitted to the Teacher Education, Advising, and Student Services Support Center—Ball Hall 202

It is the student's responsibility to check with the office within two working days to find out the status of his/her 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

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

<u>Summer Terms</u>	<u>Enrolled Hrs.</u>	<u>Approval Required</u>
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.

For SUMMER SEMESTER Approved Overloads Only:

After the overload has been approved, you should register for all courses, except the overload course, using TIGERWEB. Then telephone the Helpline at 678-2810, and Student Information Services will register you for the number of hours approved by the Teacher Education, Advising, and Student Services Support Center—Ball Hall 202, provided the courses/sections are available and the overload approval fax is on file in Student Information Services.

If you are unable to register for the specific overload in one 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.

The University of Memphis
College of Education

OVERLOAD APPROVAL FORM

Overload Requests Process

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Name: _____

SSN: _____ Phone Number _____

Major: _____

Cumulative GPA: _____ Date of Request: _____

OVERLOAD REQUESTED FOR (Summer overloads are processed differently.)

Fall _____ Spring _____ Year _____

Write out the schedule you intend to pursue— during the semester for which you desire an overload.

Department and Course #

Credit Hrs.

TOTAL HOURS: _____

APPROVED: _____

NOT APPROVED: _____

SIGNED: _____

DATE: _____