



Undergraduate Academic Affairs
CREDIT OVERLOAD REQUEST

OFFICE USE ONLY

Mr/Ms: \_\_\_\_\_

G#: \_\_\_\_\_

Address: \_\_\_\_\_

GMU email: \_\_\_\_\_@masonlive.gmu.edu
Only GMU email will be accepted and used for official correspondence.

City State Zip

Telephone: if yes, we will leave a detailed message on voice mail
Home ( ) \_\_\_\_\_ Message? Yes / No
Work/Cell ( ) \_\_\_\_\_ Message? Yes / No

I am (circle all that apply): Undeclared Non-Degree/Guest Matriculant
Student Status \_\_FR \_\_SO \_\_JR \_\_SR

Total hours requested: \_\_\_\_\_ Semester (circle): Fall Spring Summer Year \_\_\_\_\_
(Ex: If you are eligible for 18 hours and request a 3 hour class, total is 21 hours.)

Cumulative GPA \_\_\_\_\_ Previous semester GPA \_\_\_\_\_ Do you currently have any Incompletes? Yes / No
(Minimum of 2.0 cumulative gpa at Mason required for consideration)

Do you have employment commitments for the semester of the overload? Yes / No How many hours? \_\_\_\_\_

Reason for overload request: \_\_\_\_\_

Please list your proposed schedule in the space provided below:

Table with 3 columns: Course Title and Number, Section Number, Credit Hours

Read and Sign: I understand that requests are not effective unless approved by the Undergraduate Academic Affairs Office. I certify that the above information is accurate and not in violation of the Honor Code. Acceptance of requests for Dean's review does not guarantee approval or a definite date when a decision can be reached. I have read and will comply with the rules, regulations, requirements and academic policies of the college and university. I assume all responsibilities for adjusting my schedule as needed during the add/drop period and understand that no late adjustments will be allowed for academic reasons or enrollment errors on my part even if I do not take an overload.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Approved/Denied

Date \_\_\_\_\_

Total hours granted \_\_\_\_\_ Academic Semester \_\_\_\_\_

Approved / Denied \_\_\_\_\_ Date \_\_\_\_\_

Associate/Assistant Dean