Course Overload Guidelines

19 – 22 Hours

- Cumulative GPA of 3.00 OR graduating within 2 terms (summer does not count as one of the 2 terms). Advisors should refer to the student’s degree evaluation to ensure graduation within 2 terms even if the student indicated this on their overload request form.

23 – 25 Hours

- Cumulative GPA of 3.00 AND graduating within 1 term. Advisors should refer to the student’s degree evaluation to ensure the student can graduate immediately following the term for which they are requesting the course overload.

Winter-term

- Students who are requesting an overload to accommodate a winter term course but do not meet the standard requirements outlined above may be approved for up to 22 hours. This applies only to students in Academic Good Standing.
- In general, it is not recommended to approve course overload requests that include more than two winter term courses unless the student has special circumstances and/or has demonstrated an ability to do well in online courses at an accelerated rate (such as online summer courses).

Summer Session

- Approval requires either a 3.00 cumulative GPA OR graduation within 2 terms.
- In general, it is recommended to approve 9-10 hours in one summer session OR 16 hours total for the summer. If a student is approved for 9-10 hours in one session they would remain at 6-7 hours in the other.
- Students are rarely approved to take more than 16 hours in the summer unless they are participating in a 12 credit hour internship that stretches across the whole summer session (such as HEA 428).
- Students are typically not approved to take 12 hours in one session for any other reason than the internship exception.
- Summer notes:
  - Advisors should be diligent in looking to see if a course if offered in both sessions. Moving a course to a different session can be a good suggestion if denying the request to overload.
Financial Aid will withhold a student’s summer financial aid funding and force them to change their schedule if they are registered for more than 7 semester hours in each session (or 4 if they are on academic probation). While this is technically the policy, Banner is unable to monitor this rule.

Students receiving financial aid may request a copy of the course overload form to provide as documentation to the Financial Aid Office.