



Authorization for Overload of Credit

STUDENT INFORMATION:

Student ID: @ _____ Phone: _____

Name: Last _____ First _____ M.I. _____

Check one: Undergraduate Graduate **Anticipated Graduation Date:** _____**Cumulative Credits Earned:** _____ **GPA:** _____**Term:** (Check One): Fall 20____ Wintersession 20____ Spring 20____ Summer 20____**Additional Credits Requested:** _____ **Major:** _____**Courses and Credits Enrolled in this Semester:**_____
_____**Additional Course(s) You Plan to Add:** _____**Reason for Request:**_____
_____**For Graduate students only:**

Are you a Graduate Assistant? Yes No

Student Signature: _____ Date: _____

The following approval signatures authorize the student to enroll in more credit hours than permitted by the academic load policy for a specified GPA level.**APPROVALS: (Check One):**

Approve	Disapprove	_____	_____
		Student's Advisor	Date
Approve	Disapprove	_____	_____
		Department Chair, Student's Major	Date
Approve	Disapprove	_____	_____
		Dean, Student's Major	Date
Approve	Disapprove	_____	_____
		Graduate Dean (If Applicable)	Date

Mail or fax completed form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Road, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501
Or Email to: records@edinboro.edu

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STUDENT ACADEMIC LOAD

Graduate Student Academic Credit Load

The unit of academic credit is the semester hour which normally represents 50 minutes of lecture or recitation per credit during each week of a 15-week semester. Seminars, research courses and laboratories bear academic credit appropriate to the work expected of the students in the course.

Students attending on a part-time basis while being employed on a full-time basis may enroll for no more than six semester hours of credit a semester. A full-time student may earn 15 semester hours of credit each semester, but it is recommended that they not enroll for more than 12 semester hours.

The policy on course load is designed to permit a student to proceed in the degree program at his or her own rate and yet protect the student from registering for more credits than he or she can reasonably expect to complete satisfactorily in a given semester or summer session. Degree students admitted on a conditional basis are advised to carry a light course load.

Written authorization to carry an academic overload may be granted only by the dean of the appropriate school and must be submitted at the time of registration. **However, authorization for a student who is also a graduate assistant must be approved by the Dean of Graduate Studies and Research to carry an academic overload.**

Undergraduate Student Academic Credit Load

The limits on the total undergraduate course credit hours carried by a student for each scheduling term are based upon the academic record of the individual student. If extenuating circumstances exist, a student may request to exceed the established credit load limits by following the procedure below.

Fall and Spring Semesters

- A normal full-time undergraduate load is 12-18 semester hours.
- A normal full-time graduate load is 9-15 semester hours.
- A student whose cumulative grade point average is 3.00 or better may schedule 19-21 semester hours with overload approval from the academic advisor, department chair, and academic dean.
- A student whose cumulative grade point average is less than 2.00 may schedule a maximum of 16 semester hours. The student may schedule additional credit hours only with the approval of the academic advisor, department chair, and academic dean.

Summer Sessions or Wintersession

- **Two- or three-week session:** The maximum full-time undergraduate load is 3 semester hours (4 hours if a 4-credit course is scheduled).
- **Five- or six-week session:** The maximum full-time undergraduate load is 6 semester hours (7-8 hours if 4-credit courses are scheduled).
- A student may schedule additional semester hours only with the approval of the academic advisor, department chair, and academic dean.

Procedure

Credit overload authorization forms are available from the academic department office as well as from the Student Services Center in Hamilton Hall. If the academic advisor, the department chair, and the dean authorize the request, the student must submit the form to the Office of Records and Registration.