

UNDERGRADUATE REQUEST FOR COURSE OVERLOAD
EAST TENNESSEE STATE UNIVERSITY

I. PROCEDURES

Fall/Spring/Summer Semesters

The maximum course load is nineteen (19) semester credit hours, unless permission for an overload is approved. The Dean of your major or designee must approve registration for an overload. Students with a cumulative ETSU GPA of 3.0 may be approved for a course load over 19 semester credit hours.

A. Student and/or advisor initiates process by obtaining request form from the Registration Office (Burgin Dossett, 102) or by obtaining the form online at www.etsu.edu/reg/forms.php

B. Advisor completes/recommends request to the dean of major or designee for review.

C. Dean/designee verifies the student has a **cumulative ETSU GPA of 3.0** and may request a conference with the student to discuss this request.

D. Dean or designee approves or disapproves the request, notifies student, and (if approving) completes the form which is valid for seven working days after the date of the dean's approval. Dean delivers completed request to Registrar's Office for processing.

I. STUDENT COMPLETES THIS SECTION

Student's Printed Name: _____
Last First Date

Student E Number: _____ Phone Number: _____ ETSU Email: _____@etsu.edu

Major: _____ Number Overload Hours Requested: _____ Term: Fall ___ Spring ___ Summer ___

Reason for Requesting Overload:

Signed: _____
Student's Signature Date

II. ADVISOR RECOMMENDATION

Advisor's Printed Name: _____
Last First

Recommendation: Yes ___ No ___ Comments: _____

Signature: _____
Advisor's Signature Date

III. DEAN OR DESIGNEE SIGNATURE APPROVAL

Approval: Yes ___ No ___ Comments: _____

Signature: _____/_____
Dean or Designee Printed Name and Signature Date

LIST OF DEANS FOR COURSE OVERLOAD REQUESTS:

Undeclared (or Academic Focus Area) Students	University Advisement Center 212 Carrier Center (D.P. Culp)	423-439-5244
College of Arts and Sciences	Dr. Martha Michieka or Designee 222T Carrier Center (D.P. Culp)	423-439-5248
College of Business and Technology	Dr. Jill Hayter 213 Sam Wilson Hall	423-439-6984
Clemmer College	Ms. Kelly Mitchell or Designee 201H Warf-Pickel Hall	423-439-7626
College of Clinical & Rehabilitative Health Sciences	Dr. Ali Williams 436 Lamb Hall	423-439-5052
College of Nursing	Dr. Whitney Tisdale 2-230 Roy S. Nicks Hall	423-439-4523
College of Public Health	Dr. Taylor Dula 252 Lamb Hall	423-439-4243
Division of Cross-Disciplinary Studies	Dr. Jill Leroy-Frazier 317 Nell Dossett Hall	423-439-4223