

Overload Permission Request



OFFICE of
THE REGISTRAR

Email: Registrar@MissouriState.edu
Phone (417) 836-5520, Fax (417) 836-6334
901 S National Ave, Carrington Hall 320
Springfield, MO 65897

Permission must be obtained for hours taken over the maximum allowed as per the student's level. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Undergraduate students may request permission for an overload from their advisor, which must then be approved by the dean of their college or if the major is undecided, from the Associate Vice President for Student Success.

Graduate students may request permission for an overload from their advisor.

Student Name: _____ M-Number _____
Last First MI

Overload Permission for: Fall ___ Spring ___ Summer ___ Year _____

Student Signature

Date

Academic Advisor approval (for both undergraduate and graduate students).

Number of previous semester hours attempted: _____ Previous semester GPA: _____

Student permitted to carry _____ hours during the indicated term.

Academic Advisor Signature

Date

Dean of the College or designee approval (for undergraduate students only)

Approval level:

____ Dean of the College or designee (standard overloads for undergraduate degree-seeking students)

____ Associate Vice President for Student Success (overloads for undeclared majors)

Approver's Signature

Date

Office use only: _____ Date: _____