

Office of the Registrar Overload Request Form

First Name: _____ Last Name: _____

KSU ID: _____ Major: _____

Net ID: _____@students.kennesaw.edu

The required Institutional GPA for an overload is 3.50.

Any student **below** a 3.50 will need to take the form to their Advising Director, or Department Chair/Program Coordinator to review/sign before the form can be processed by the Office of the Registrar. Students are automatically eligible to register for 18 hours in the Fall/Spring and 13 hours for Summer.

*Fall and Spring Maximum Overload: **21 hours****Summer Maximum Overload: **15 hours***Total Hours Requested: _____ Semester Requested: Fall Spring Summer Year: _____Applied to Graduate: Yes No

Students should provide compelling reason(s) for requesting an overload:

Student Signature: _____ Date: _____

*Student must obtain the academic advisor signature if they do **NOT** meet the 3.50 institutional GPA requirement OR are requesting more than 21 hours (Fall/Spring) or 15 hours (Summer).*

Advising Director, or Department Chair:

Name: _____ Signature: _____ Date: _____

GRADUATE STUDENTS: In order to enroll for more than 12 semester hours, students must obtain approval from their Graduate Program Coordinator.

Program Coordinator:

Name: _____ Signature: _____ Date: _____

Return this form to the Office of the Registrar, email registrar@kennesaw.edu, Marietta, building B or Kennesaw Hall, Rotunda. Student will be notified via their KSU student email account once a decision has been made on the overload request.

Office of the Registrar Use OnlyInstitutional GPA: _____ Approved Denied Initials: _____ Date: _____

Comments: _____