Overload Recommendation/Approval

Student: __________________________________________ LCC ID #: __________________________

Term:  ☐ Fall  ☐ Spring  ☐ Summer  Year: ________

Overload Policy:

The normal course load for a student is 12 to 18 credit hours during the fall and spring semesters. The normal course load for the summer session is 6 to 9 credit hours. An overload is more than 18 credit hours in a regular fall or spring semester or more than 9 credit hours in a summer session.

Students who have successfully completed at least 30 credit hours and are classified as a sophomore may take an overload. To receive approval for an overload, the student must have attained a 2.5 cumulative grade point average (GPA) with no grade less than a “C” in any course the previous term. Students on academic probation will not be allowed to take an overload of credits. The maximum number of credit hours a student may enroll in shall be 21 credit hours in a regular fall or spring semester or no more than 11 credit hours in a summer session.

How many credit hours has the student completed at LCC? ______

What is the student’s cumulative grade point average? ______

Did the student have a grade less than a “C” in any course the previous term?  ____Yes  ____No

Does the student meet the criteria for an overload?  ____Yes  ____No

..... if Yes, sign below and student may proceed to the Office of the Registrar for review and approval.
..... if No, you will need to adjust registration documents as student does not qualify for an overload.

Advisor Recommendation

By my signature below, as the student’s faculty/academic advisor, I hereby recommend that the student named above be approved to take an overload for the term specified. I have met with the student and have advised him/her of the increased academic workload relative to an overload.

____________________________  ______
Faculty/Academic Advisor  Date

Approvals

_____Approved  _____Denied  _____Approved  _____Denied

____________________________  ______  __________________
Registrar  Date  Vice President of Instruction  Date

Required only if denied by the Registrar

Created 04/2010