



**College of Undergraduate Studies**  
**Override of Course Load Limits Request**

Date: \_\_\_\_\_ Term/Year for action: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Major: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Cumulative CCU Grade Point Average (GPA): \_\_\_\_\_

Class (Circle one):      Freshman              Sophomore              Junior              Senior

**A normal course load is 12-18 hours of credit each semester for full-time students.**

**Undergraduate students in the College of Undergraduate Studies averaging 15 hours per semester will usually be able to complete their programs within the time recommended.**

- **Students with a cumulative GPA of 3.50 or above may take a maximum of 21 credits per semester**
- **Students without a CCU GPA (new freshmen and transfer students) may take a maximum of 18 credits.**
- **Students with a cumulative GPA of 2.00 to 3.49 may take a maximum of 18 credits per semester unless the student is on probation or conditionally admitted.**

I am requesting permission to override the course load limits by adding the course(s) listed below:

Course ID: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course ID: \_\_\_\_\_ Course Title: \_\_\_\_\_

Maximum credits allowed: \_\_\_\_\_

**I understand that if approved these credits will be added to my schedule and that I will be responsible to pay all additional tuition and fees incurred. I also understand that if not approved, I may not add additional credits to my schedule and I may not participate in any courses for which I am not registered.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Advisor: \_\_\_\_\_ Approve Yes ☐ No ☐ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Approve Yes ☐ No ☐ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Approve Yes ☐ No ☐ Date: \_\_\_\_\_