

ACADEMIC OVERLOAD REQUEST FORM

Instructions – Students requesting to take more than 4.5 course units in a semester must request permission from their school dean or assistant dean and meet eligibility requirements (see below). If approved, this completed form must be brought to Records and Registration prior to course enrollment. **(Please print or type)**

NAME: _____

PAWS ID: _____

MAJOR: _____

E-MAIL: _____ **CELL PHONE:** _____

SEMESTER REQUESTING OVERLOAD: (fill in ONLY one) FALL 20____ **SPRING 20**____

**HAVE YOU RECEIVED PERMISSION FOR OVERLOAD PREVIOUSLY?
IF YES, SPECIFY WHICH SEMESTER(S) AND EXPLAIN.**

ANTICIPATED GRADUATION DATE: _____

EXPLAIN REASON FOR CURRENT REQUEST:

Student Signature _____ **Date** _____

Department Chair Signature _____ **Date** _____

POLICY NOTICE: It is the policy of The College of New Jersey that the Office of the Dean **may** give permission to carry more than 4.5 course units *to students with at least a 3.3 GPA and with at least sophomore-level status (more than 7.75 earned course units)*. No permission will be granted for more than 5 courses in a given semester.

BELOW FOR OFFICE USE ONLY

CUMULATIVE GPA: _____ **EARNED UNITS TO DATE:** _____

DECISION: APPROVED ____ **REJECTED** ____

APPROVAL (Dean or Assistant Dean ONLY)

Student is approved to enroll in 5 course units for: FALL 20____ SPRING 20____

Antonino Scarpati, Assistant Dean

Signature _____ **Date** _____

COMMENTS: (optional)