

## Course Overload Form

This form must be completed and approved by the student's Program Director and the Dean of School of Graduate Studies. Students in all programs may schedule up to nine (9) hours of course credit per semester without special permission. Some graduate programs permit students to take as many as twelve (12) hours without special permission. A student who wishes to register for a course load **exceeding 12 credit hours** must submit a written overload request to the program director for approval by the Dean of the School of Graduate Studies. In general, a student must have attended Clayton State University for **at least one semester and have achieved an overall GPA of 3.0** before an overload will be approved; although the Graduate Dean may make exceptions in special circumstances.

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Today's date: \_\_\_\_\_

Student name: \_\_\_\_\_

Laker ID: \_\_\_\_\_

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

Overall GPA: \_\_\_\_\_

This is to request that I be permitted to take \_\_\_\_\_ semester credit hours during the semester of (check one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_, for the year \_\_\_\_\_.

The reason for this request is:

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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, School of Graduate Studies' Signature

\_\_\_\_\_  
Date

*The student should be given a copy of this signed form.*