



## Adjustment of Maximum Hours

Approval for a registration overload must be requested by the student. The student's advisor should fill out this form and obtain the **Dean's signature** and forward to either the Registration Office (for undergraduates), Graduate Registration (for graduate students) or to the Law School Registrar's Office (for law students) for final processing. This form may also be used to lower a student's maximum hours. Please fill out the student's information and check the appropriate box. Also, indicate the reason for changing the student's maximum hours in the additional comments section. Then, forward to Registration for final processing (**lowering** the student's maximum hours does not require Dean's approval, but the advisor should sign at the bottom of the form).

Name: \_\_\_\_\_ Dawg Tag: |\_|\_|- |\_|\_|\_|- |\_|\_|\_|\_|

Classification: |\_| Freshman    |\_| Sophomore    |\_| Junior    |\_| Senior  
|\_| Senior with Degree (SRD)    |\_| Law School    |\_| Graduate School    |\_| Unclassified

Major: \_\_\_\_\_ Major Advisor: \_\_\_\_\_

Please check a box below and fill out the requested information

Student's maximum hours need to be lowered to \_\_\_\_\_ credit hours during the \_\_\_\_\_ semester/term, 20\_\_\_\_.

Student requested permission to enroll for \_\_\_\_\_ credit hours during the \_\_\_\_\_ semester/term, 20\_\_\_\_.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In order for the request for overload to be completed, the student's academic Dean must sign.**

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

DEAN'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

The maximum load for undergraduates is 18 hours for Fall or Spring semesters and 9 hours for the Summer semester. The maximum load for graduate students is 16 hours for the Fall or Spring semesters and 9 hours for the Summer semester. The maximum load for law students is 18 hours for the Fall or Spring semesters and 9 hours for the Summer semester.

Fax numbers: Registration Office (453-2915) Graduate Registration (453-4562) Law School Registrar's Office (453-8769)