

# UNDERGRADUATE REQUEST FOR COURSE OVERLOAD

## EAST TENNESSEE STATE UNIVERSITY

### I. PROCEDURES

#### *Fall/Spring/Summer Semesters*

The maximum course load is nineteen (19) semester credit hours, unless permission for an overload is approved. The Dean of your major or designee must approve registration for an overload. Students with a cumulative ETSU GPA of 3.0 may be approved for a course load over 19 semester credit hours.

A. Student and/or advisor initiates process by obtaining request form from the Registration Office (Burgin E. Dossett Hall, Room 102) or by obtaining the form online at [www.etsu.edu/reg/forms.php](http://www.etsu.edu/reg/forms.php)

B. Advisor completes/recommends request to the dean of major or designee for review.

C. Dean/designee verifies the student has a **cumulative ETSU GPA of 3.0** and may request a conference with the student to discuss this request.

D. Dean or designee approves or disapproves the request, notifies student, and (if approving) completes the form which is valid for seven working days after the date of the dean's approval. Dean delivers completed request to Registrar's Office for processing.

#### **I. STUDENT COMPLETES THIS SECTION**

Student's Printed Name: \_\_\_\_\_  
Last First Date

Student E Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ ETSU Email: \_\_\_\_\_@etsu.edu

Major: \_\_\_\_\_ Number Overload Hours Requested: \_\_\_\_\_ Term: Fall\_\_\_\_Spring\_\_\_\_Summer\_\_

Reason for Requesting Overload:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Student's Signature Date

#### **II. ADVISOR RECOMMENDATION**

Advisor's Printed Name: \_\_\_\_\_  
Last First

Recommendation: Yes\_\_\_\_ No\_\_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_  
Advisor's Signature Date

#### **III. DEAN OR DESIGNEE SIGNATURE APPROVAL**

Approval: Yes\_\_\_\_ No\_\_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_/  
Dean or Designee Printed Name and Signature Date

LIST OF DEANS FOR COURSE OVERLOAD REQUESTS:

|   |   |              |
|---|---|--------------|
| <b>Undeclared (or Academic Focus Area) Students</b>             | <b>University Advisement Center</b><br>212 Carrier Center (D.P. Culp)     | 423-439-5244 |
| <b>College of Arts and Sciences</b>                             | <b>Dr. Martha Michieka or Designee</b><br>222T Carrier Center (D.P. Culp) | 423-439-5248 |
| <b>College of Business and Technology</b>                       | <b>Dr. Jill Hayter</b><br>213 Sam Wilson Hall                             | 423-439-6984 |
| <b>Clemmer College</b>  | <b>Ms. Kelly Mitchell or Designee</b><br>201H Warf-Pickel Hall            | 423-439-7626 |
| <b>College of Clinical &amp; Rehabilitative Health Sciences</b> | <b>Dr. Ali Williams</b><br>474 Lamb Hall                                  | 423-439-5052 |
| <b>College of Nursing</b>                                       | <b>Dr. Whitney Tisdale</b><br>2-230 Roy S. Nicks Hall                     | 423-439-4523 |
| <b>College of Public Health</b>                                 | <b>Dr. Taylor Dula</b><br>252 Lamb Hall                                   | 423-439-4243 |
| <b>Division of Cross-Disciplinary Studies</b>                   | <b>Dr. Jill Leroy-Frazier</b><br>317 Nell Dossett Hall                    | 423-439-4223 |