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 Dossett, 102) or by obtaining the form online at www.etsu.edu/reg/forms.php
B. Advisor completes/recommends request to the dean of major or designe 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 approval.

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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undeclared (or Academic Focus Area) Students</td>
<td>University Advisement Center</td>
<td>355 Sherrod Library (3rd Floor)</td>
<td>423-439-5244</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Dr. Martha Michieka or Designee</td>
<td>355 Sherrod Library (3rd Floor)</td>
<td>423-439-5248</td>
</tr>
<tr>
<td>College of Business and Technology</td>
<td>Dr. Anthony Pittarese</td>
<td>213 Sam Wilson Hall</td>
<td>423-439-6984</td>
</tr>
<tr>
<td>Clemmer College</td>
<td>Jessica Wang</td>
<td>319 Warf–Pickel Hall</td>
<td>423-439-7616</td>
</tr>
<tr>
<td>College of Clinical &amp; Rehabilitative Health Sciences</td>
<td>Megan Roberts</td>
<td>102 Hutcheson Hall</td>
<td>423-439-7424</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>Karen Hirst</td>
<td>230 Roy S. Nicks Hall</td>
<td>423-439-4523</td>
</tr>
<tr>
<td>College of Public Health</td>
<td>Dr. Robert Pack</td>
<td>104 Lamb Hall</td>
<td>423-439-4243</td>
</tr>
<tr>
<td>School of Continuing Studies &amp; Academic Outreach</td>
<td>Dr. Jill Leroy-Frazier</td>
<td>213 Nell Dossett Hall</td>
<td>423-439-4223</td>
</tr>
</tbody>
</table>