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 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 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: ____________________________________________  Date

Student’s Signature

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 Name</th>
<th>Contact Information</th>
<th>Phone Number</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>