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: ___________________________________________ ____________________
                      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 Information</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undeclared (or Academic Focus Area)</td>
<td>University Advisement Center 212 Carrier Center (D.P. Culp)</td>
<td>423-439-5244</td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Dr. Martha Michieka or Designee 222T Carrier Center (D.P. Culp)</td>
<td>423-439-5248</td>
</tr>
<tr>
<td>College of Business and Technology</td>
<td>Dr. Anthony Pittarese 213 Sam Wilson Hall</td>
<td>423-439-6984</td>
</tr>
<tr>
<td>Clemmer College</td>
<td>Jessica Wang 319 Warf-Pickel Hall</td>
<td>423-439-7616</td>
</tr>
<tr>
<td>College of Clinical &amp; Rehabilitative Health Sciences</td>
<td>Dr. Lynn Williams 213 Center for Physical Activity</td>
<td>423-439-7469</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>Karen Hirst 230 Roy S. Nicks Hall</td>
<td>423-439-4523</td>
</tr>
<tr>
<td>College of Public Health</td>
<td>Dr. Robert Pack 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 213 Nell Dossett Hall</td>
<td>423-439-4223</td>
</tr>
</tbody>
</table>