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 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: ____________________________________________________ Date

Advisor’s Signature

III. DEAN OR DESIGNEE SIGNATURE APPROVAL

Approval: Yes___ No___ Comments: ________________________________________________

Signature: _______________________________/____________________________ Date

Dean or Designee Printed Name and Signature
### 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) Students</td>
<td>University Advisement Center, 212 Carrier Center (D.P. Culp)</td>
<td>423-439-5244</td>
</tr>
<tr>
<td></td>
<td>Dr. Martha Michieka or Designee, 222T Carrier Center (D.P. Culp)</td>
<td>423-439-5248</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Dr. Anthony Pittarese, 213 Sam Wilson Hall</td>
<td>423-439-6984</td>
</tr>
<tr>
<td>College of Business and Technology</td>
<td>Jessica Wang, 319 Warf-Pickel Hall</td>
<td>423-439-7616</td>
</tr>
<tr>
<td>Clemmer College</td>
<td>Megan Roberts, 102 Hutcheson Hall</td>
<td>423-439-7424</td>
</tr>
<tr>
<td>College of Clinical &amp; Rehabilitative Health Sciences</td>
<td>Karen Hirst, 230 Roy S. Nicks Hall</td>
<td>423-439-4523</td>
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<tr>
<td>College of Nursing</td>
<td>Dr. Robert Pack, 104 Lamb Hall</td>
<td>423-439-4243</td>
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<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>
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