

Columbia State Community College

Overload Request Form

Any student desiring to register for more than 19 credit hours must have the following:

1. Completed all Learning Support course requirements, and
2. have earned a minimum cumulative grade point average (GPA) of 3.0

An overload may be requested by completing this form and obtaining an advisor's signature and the approval of one of the following: an academic division dean, extended campus coordinators, associate vice president for Williamson Campus, associate vice president for faculty, curriculum and programs, or the regional services and southern campuses dean.

The following information is required if you are requesting an overload:

Semester _____ Is this your first semester at Columbia State? _____ Yes _____ No

Name _____ A# _____ GPA _____

My current major is _____

Do you expect to graduate/complete a certificate this semester? _____ Yes _____ No

If you answered no, when do you expect to graduate or complete your studies at Columbia State? _____

I request permission to take _____ hours overload because _____

CRN	Course ID	Course Title	Credit Hours	Term Dates	Time	Days	Audit/Repeat

1. Approved: _____ Yes _____ No _____
Advisor's Signature Date

2. Approved: _____ Yes _____ No _____
Approving Authority Date

3. Submit completed form to the **Records Office**.

Revised 8/16