

College of Arts and Sciences Course Overload Request

(This form is for use only in the College of Arts and Sciences)

Students who have declared a major or pre-major must go to the appropriate college or department for approval.

- College of Arts & Sciences majors, Undeclared majors, Students-at-large with or without degree – College of Arts & Sciences (S-158)
- Master's Degree Candidates - Graduate College (B-159)
- College of Education majors and pre-majors - College of Education (CLS 4044)
- College of Business & Management Majors and pre-majors - College of Business & Management (CLS-0006)
- BOG students - Nontraditional Degree Programs Office (B-147A)

Last Name, First Name	NEIU ID#	Date
Declared Major (or indicate if Undeclared)	Minor	Student Phone #

To be eligible for an overload in the College of Arts and Sciences, you must have a minimum cumulative grade point average (GPA) of 3.0 and have taken and passed both the Reading and Writing portions of the English Competency Exam (ECE) by your 4th semester at NEIU.

CUM GPA _____

Number of SEMESTERS completed at NEIU _____

Passed English Competency Exam – Writing YES NO

Passed English Competency - Reading YES NO

List, in the appropriate term below, the **TOTAL** credit hours you are requesting for that term (e.g. 16.5, 17, 18, etc.) For SUMMER, include ALL hours for all Summer Sessions:

FALL _____ SPRING _____ SUMMER IA _____ SUMMER IB _____ SUMMER II _____

Student Signature

PLEASE NOTE: You will be contacted ONLY if there is a problem processing your request.

<p>Office Use Only:</p> <p>Approved by _____</p> <p>Posted by _____</p> <p>Date _____</p>	<p>Denied by _____</p> <p>Date _____</p>
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