

College of Arts and Sciences Course Overload Request

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

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

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 #

You may register for 18 hours in Fall or Spring and 12 hours in Summer without requesting an overload.

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**
- **Have taken and passed the English Competency Exam (ECE) by your 4th semester at NEIU**

CUM GPA _____

Number of **SEMESTERS** completed at NEIU _____

Passed English Competency Exam YES NO

List, in the appropriate term below, the **TOTAL** credit hours you are requesting for that term (e.g. 18.5, 19, etc.) :

FALL _____ SPRING _____ [SUMMER IA _____ SUMMER IB _____ SUMMER II _____]
(For SUMMER, include ALL hours for ALL Summer Sessions)

Student Signature

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