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 (BBH-158)
- Master's Degree Candidates – College of Graduate Studies and Research (LWH 0006)
- College of Education majors and pre-majors - College of Education (LWH 4044)
- College of Business & Management Majors and pre-majors - College of Business & Management (CBM 159)
- BAIS students - Nontraditional Degree Programs Office (B-147)

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

_____	_____	_____
Last Name, First Name	NEIU ID#	Date
_____	_____	_____
Declared Major (or indicate if Undeclared)	NEIU Email	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.

CUM GPA _____

Undergraduates cannot request an overload for their first semester at NEIU.

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 I**_____ (13 weeks) **SUMMER IA**_____ (6 ½ weeks) **SUMMER II**_____ (6 ½ weeks)]

For SUMMER, include ALL hours for ALL Summer Sessions

_____

Student Signature

Office Use Only:	
Approved by_____	Denied by_____
Date_____	Date_____

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rev:6/21/16