

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 _____

List the Courses for the Overload: the TITLE, CRN, SUBJECT, COURSE NUMBER.

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** _____ **WINTER** _____ **SPRING** _____

FULL SUMMER _____ **FIRST HALF SUMMER** _____ **SECOND HALF SUMMER** _____
(13 weeks) (6 ½ weeks) (6 ½ weeks)

For SUMMER, include ALL hours for ALL Summer Sessions

Student Signature

Office Use Only:	
Approved by _____	Denied by _____
Date _____	Date _____