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 ï CAS Dean's office (BBH - 158)

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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:

1. ***Have a minimum cumulative grade point average (GPA) of 3.0.*** CUM GPA _____
2. ***Write a petition explaining the reason the overload is necessary***
3. ***Submit the overload form and petition to CAS, Dean's office -BBH 158***

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 the semester (e.g. 18.5, 19, etc.):

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

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

For SUMMER, include ALL hours for ALL Summer Sessions

_____ ***Student's Signature***

_____ ***Advisor's Signature***

Office Use Only:	
Approved by_____	Denied by_____
Date_____	Date_____

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