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_________

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_________________