

Student ID No:	CAUS Major:
Last Name:	First Name:
VT Email:	Cell Phone Number:
Academic Class: FR    SO    JR    SR	
Overall GPA:	
Total Hours Requested:	
Term (Check):    Fall            Spring            Summer I            Summer II            Winter	
Year:	

All CAUS students who wish to take more than 19 hours in a semester or 7 hours in a summer or winter session should complete this form.

- Complete this form and present it to your advisor for his/her signature. Requests will not be processed without advisor's signature.
- Return completed form to 202 Cowgill Hall.
- You will be contacted if this request is denied or if you need to make an appointment to speak with the CAUS Director of Academic Advising to discuss your request.
- If GPA is between 2.0 and 2.5, you may request an overload only if graduating this term and this overage is required to complete graduation. If GPA is below 2.0, you may not request an overload.
- **Processing of this form does not register you for any courses. Students are responsible for adding courses upon approval of this request.**
- Approved requests will not be processed if there are holds on your student account.

List your course schedule for the semester in which the overload is requested.				
<b>List all courses you wish to take.</b> All information is required.				
Department	Course Number	Course Title	Hours	A/F or P/F (Check One)
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F
				A/F or P/F

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(202 Cowgill Hall)

Office Use Only:  
Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_