

## Course Credit Overload Request

### EXPLANATION FOR FORM:

The purpose of the form is to request an exception to an academic policy. Students submitting this form are expected to provide as much detail as possible. It may become necessary to submit additional documentation. If you have questions about this form, please see the Office of the Registrar.

This form should be submitted if student is seeking:

- **Course Credit Overload:** Request to register for credit hours over the maximum allowed per term. Student must be in good academic standing.

**Please Note:** Please keep in mind that the availability of any exception to an academic policy depends on the provisions of that policy. Thus, be sure to consult the applicable policy and provide specific detail about the basis for the request for an exception. Supporting documentation will be required. Please consult with the Associate Dean for Academic Affairs or the Office of the Registrar to clarify the eligibility of your circumstances.

### DIRECTIONS FOR STUDENT:

- Complete the student (top) portion of the of the form following this instruction page.
- Email completed form to Dean Fontaine for approval.
- Student will be notified via their College of Law email.
- Student may request to receive a copy of the completed form for his or her record.

# Course Credit Overload Request

**Please PRINT**

Student Name (Last Name, First Name)			Student ID -----		
UNT COL Student Email Address (Please write out full email address)				Classification <input type="checkbox"/> 1L <input type="checkbox"/> 2L <input type="checkbox"/> 3L <input type="checkbox"/> 4L	
Contact Phone Number	Expected Graduation Date	Cumulative GPA	Term <input type="checkbox"/> FA <input type="checkbox"/> SP <input type="checkbox"/> SU		Year
Enrollment Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Number of Credits Student Seeks to enroll in	Does Student Plan to Work During Overload Semester? Yes   No		If Working, How Many Hours Per Week?	

List all courses you would like to enroll in:

COURSE #	SECTION	COURSE TITLE	DAY	TIME	CREDIT HOURS	INSTRUCTOR

**Please Note:** Course Credit Overload requests must be approved by Associate Dean of Academic Affairs.

Reason For Request:

Student Signature	Date /      /
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Resolution determined by Associate Dean for Academic Affairs:

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_