

**Request for Overload**

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| **GUIDELINES:**  Students interested in taking more than the maximum course load (as noted to the right) in any semester must meet the following criteria to be considered for course overload: | **Max. Course Loads:*** Fall/Spring: 18 credit hours
* Summer: 14 credit hours
* Students may only enroll in one course during a mini-mester
 |
|  [ ]  Successfully completed 9-15 credit hours in one semester with no grades lower than a “B” at LSC or other higher education institution.  |
|  [ ]  You must not have earned any grade lower than a “B.” |
| ***―Students must meet all criteria above to submit this form.―*** |
| Name: |  | Date: |  |
| Student I.D.: |  | Phone #: |  |
| Email Address: |  |
| Overload Semester (Term and Year): |  | Total credit hours requested: |  |
| Proposed Schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Registration# | Subject | Course# | Course Title | Course Section# | Time | Days |
| 01976 | ENGL | 1301 | Comp & Rhetoric I (EXAMPLE ONLY) | F001 | 7:00am-7:50am | MWF |
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| Reason for Overload:  |  |
| Return completed form to Lone Star College-CyFair Center for Academic & Student Affairs (CASA) 103 or email it to cfstudentservicesoffice@lonestar.edu |
| ***―For office use only below this line.―*** |
| [ ]  Approved [ ]  Not Approved[ ]  Approved pending \_\_\_\_\_\_\_\_\_ gradesApprover Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments:  |

Revised June 9, 2015