

**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 | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | | | | | | | | |
| 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](mailto:cfstudentservicesoffice@lonestar.edu) | | | | | | | | | | | |
| ***―For office use only below this line.―*** | | | | | | | | | | | |
| Approved  Not Approved  Approved pending \_\_\_\_\_\_\_\_\_ grades  Approver Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| Comments: | | | | | | | | | | | |

Revised June 9, 2015