Office of Records and Registration
Overload/Prerequisite Override Form

PRINT YOUR NAME: _____ **Student ID#:** _____

Major _____ **Semester/Term: Fall** _____ **Spring** _____ **Summer** _____

CHECK ONE: ☐ **Overload*** **CUM GPA** _____

☐ **Prerequisite**** **Currently Enrolled Hours** _____

☐ **Both**

*Guidelines for Enrolling in More Than 18 Hours

The normal course load for undergraduate students varies from 12-18 hours. A student may request an overload of up to 3 hours (total load of 21 hours). The student is responsible for all fees associated with the course overload. The student requesting the overload must have a cumulative grade point average of 3.0. In rare instances and on a case by case basis, a student who has less than a 3.0 GPA may be granted permission to take 19 hours.

List Course(s) you wish to ADD to your schedule:

Pre-req Permissions:

Course Prefix & Number *Example: ENG-111*	Sec# *001*	Course Title *Expository Writing*	**Prerequisite course *(*the required course)*	Instructor Signature

PLEASE READ: *With your signature below, you acknowledge academic responsibility for course schedule adjustments. It is your responsibility as a Dillard University student to understand the University Catalog's academic regulations and policies regarding registration activities.*

**Academic Rationale (for Instructor use only): _____

STUDENT SIGNATURE: _____ **Date:** _____

ACADEMIC ADVISOR SIGNATURE: _____ **Date:** _____

DEAN SIGNATURE: _____ **Date:** _____

Please submit the completed form to the Office of Records and Registration.

Revised August 2022