



## Traditional Student Academic Overload Request Form

This form is for Traditional students wishing to request registering in 19 or more credit hours in a Fall/Spring semester or 16 or more credit hours in a Summer term.

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Sem/Year or STerm: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

Number of semesters (traditional students) or credit hours (non-traditional students) completed at OCU: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Proposed registration this semester/session:

Department	Course #	Section #	Start/End Date	Credit Hours	Instructor

Total number of credit hours in current registration: \_\_\_\_\_

Rationale for requesting academic overload approval:

Requests for Academic Overload will only be considered under the following circumstances:

- The Academic Overload Request form has been signed by the student and his/her advisor;
- The student has completed at least one semester at OCU;
- The student has a cumulative grade point average of 3.0 or higher; and
- The student has never been administratively withdrawn for non-attendance or non-payment.

Yes  No Have you ever been administratively withdrawn from OCU for non-attendance or non-payment?

Yes  No Have you discussed financial implications of being on academic overload with staff from the Financial Aid and Business Offices?

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

Advisor/Academic Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Administrative Use Only

Request received by Academic Affairs on: \_\_\_\_\_

Approved: \_\_\_ Yes \_\_\_ No

Provost/Assistant Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed form to the Office of Academic Affairs \* Murray Center Room 206 \* 812-749-1238  
[academicaffairs@oak.edu](mailto:academicaffairs@oak.edu)