



Non-traditional Student Academic Overload Request Form

This form is for nontraditional undergraduate and graduate students wishing to take more than one course in the same session.

Student Name: _____ **ID#:** _____ **STerm:** _____

Email address: _____ **Date:** _____

Number of credit hours 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 will only be considered under the following circumstances:

- *The request must be submitted to the student’s advisor at least ten (10) business days prior to the start of the session in which the student wants to take more than one course;*
- *The student has completed at least the first payment period (15 hours of coursework for undergraduate students in Business or Criminal Justice, 9 credits for graduate students or undergraduate students in Early Childhood and Christian Studies);*
- *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- *The student has never been administratively withdrawn for non-attendance or non-payment.*

Yes No Have you ever been administratively withdrawn from OCU for non-attendance or non-payment?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 Signature: _____ **Date:** _____

Administrative Use Only

Request received on: _____ Approved: ___ Yes ___ No

Provost/Assistant Provost Signature: _____ **Date:** _____

*Please submit this completed form to the Nontraditional Enterprise Office * Murray Center Room 207*