



Application for Excess Load

The student is responsible for printing an unofficial transcript. The advisor will verify the student's cumulative G.P.A. MINIMUM CUMULATIVE G.P.A OF 3.00 IS RECOMMENDED FOR EVERY EXCESS LOAD REQUEST.

The normal load for a semester is 16 credit hours (summer session, seven hours). Students can enroll for a maximum of 18 hours without an advisor's signature. Enrollment for any additional credits beyond 18 credit hours (19-21 credit hours, summer session 8-9 credit hours) **requires the signature of the advisor and the appropriate department Chair.**

No student should take more than 21 credit hours in a regular semester (9 summer session). Waiver of 21 maximum credit rule may be granted **only** by the Associate Provost if recommended by the Department Chair. A waiver may be granted for extenuating circumstances. However, a student will not be permitted to register for more than 23 credit hours (9 summer session) in *any* term.

The student is expected to fill in the requested information before obtaining signatures of advisor and department Chair, and Associate Provost (when required). **Application for Excess Load form must be returned by DSU faculty or staff, either in person, via campus mail, or sent to dsu.onestop@dickinsonstate.edu. THIS FORM WILL NOT BE ACCEPTED FROM THE STUDENT.**

Name _____ Student ID# _____

Email _____ Date _____

Year in College _____ Anticipated Graduation Term (ex. Spring 2020) _____

Cumulative G.P.A. _____ Last Semester's G.P.A. _____

Total hours requested for this semester _____ Term Requested _____

Course(s) in which student is to be enrolled:

Course Prefix	Course #	Class Number	Course Title	Credits

Signature of advisor (required) - *indicates approval of request* Date _____

Signature of department Chair (required) - *indicates approval of request* Date _____

Approval and signature of the Associate Provost is required when requesting over 21 (9 summer) credit hours.

Signature of Associate Provost _____ Date _____

Completed by the One Stop Name _____ Date _____

____ Student successfully registered in the requested course.

____ Student was not registered for the following reason(s):

- ____ Academic or Business Office hold prevented registration
- ____ Requested course was full OR prerequisites have not been met (the appropriate form should be submitted to avoid this issue)
- ____ Other as Explained:

If the student was not successfully registered, an email will be sent to the student and the appropriate department's administrative assistant.