



Overload Recommendation/Approval

Student: _____ LCC ID #: _____

Term: Fall Spring Summer Year: _____

Overload Policy:


The normal course load for a student is 12 to 18 credit hours during the fall and spring semesters. The normal course load for the summer session is 6 to 9 credit hours. An overload is more than 18 credit hours in a regular fall or spring semester or more than 9 credit hours in a summer session.

Students who have successfully completed at least 30 credit hours and are classified as a sophomore may take an overload. To receive approval for an overload, the student must have attained a 2.5 cumulative grade point average (GPA) with no grade less than a "C" in any course the previous term. Students on academic probation will not be allowed to take an overload of credits. The maximum number of credit hours a student may enroll in shall be 21 credit hours in a regular fall or spring semester or no more than 11 credit hours in a summer session.

How many credit hours has the student completed at LCC? _____

What is the student's cumulative grade point average? _____

Did the student have a grade less than a "C" in any course the previous term? ___Yes ___No

Does the student meet the criteria for an overload? ___Yes ___No 

..... if Yes, sign below and student may proceed to the Office of the Registrar for review and approval.
..... if No, you will need to adjust registration documents as student does not qualify for an overload.

Advisor Recommendation

By my signature below, as the student's faculty/academic advisor, I hereby recommend that the student named above be approved to take an overload for the term specified. I have met with the student and have advised him/her of the increased academic workload relative to an overload.


Faculty/Academic Advisor Date

Approvals

___Approved ___Denied

___Approved ___Denied

Registrar Date

Vice President of Instruction  Date
Required only if denied by the Registrar