

Overload Form

This form must be completed for students to enroll in more than 18 credits in a given semester. Students should be aware that enrollments in more than 18 credits will result in additional tuition charges to their account. ***New first time students or those on academic probation may not use this form.***

Instructions:

1. Student should complete the form with applicable information
2. Student should obtain approval from their advisor. This can be done via signature OR email from the advisor (**Attach Email**).
3. Student should obtain approval from the Business Office. This can be done via signature OR via an email from the Business Office (**Attach Email**).
4. Student should return form to the Registrar's Office or email to registrar@uprovidence.edu. Incomplete forms will NOT be approved. Any applicable emails should be included.
5. Upon receipt of completed and approved forms, the Registrar's Office will increase the maximum credit limit for the student for the requested semester **only**. The student will be notified by the Registrar's Office, via their UP email account, and must add the additional credits via ArgoExpress.

Student ID # _____ Semester FA SP SU Year 20 ____

First Name _____ Last Name _____

Class Standing ____FR ____SO ____JR ____SR GPA _____

of additional credits above 18 requested _____

I understand there are additional tuition and fee charges applicable to enrolling in more than 18 credits. I also understand that enrollment in more than 18 credits constitutes an academic overload and is not readily encouraged.

Student Signature

Date

I approve of this students request and his/her ability to successfully enroll in more than 18 credits.

Advisor Approval

Date

I authorize the above student to enroll in more than 18 credits. The student has made satisfactory payment arrangements with the Business Office to cover the additional tuition and fee charges associated with this overload.

Business Office Approval

Date