



Enrollment Overload Approval Form

Instructions to the Student:

- 1. Complete this form with the total number of hours needed for the semester. \*Course loads over 18 hours require approval from the Associate Dean for Academic Affairs in addition to the academic advisor and Department Chair/School Director. Students must have a minimum cumulative GPA of 3.5.
2. Obtain signature(s) from assigned academic advisor and the Chair/Director of major department.
3. Email form to CoFADegreePlan@tcu.edu, or submit in-person to Moudy North 124.
4. The Associate Dean for Academic Affairs will notify the Registrar to increase the course load limit.
5. Enroll in course(s) via myTCU within 24 hours of submitting the form to the Coordinator of Degree Certification. Deadline is just before midnight on the final day of the registration add period.
6. Seniors planning to graduate in the current semester must attach a recent Degree Progress Core Report.
7. NOTE: Additional financial charges may be applied as a result of credit-hour overloads.

DATE: \_\_\_\_\_

TO: Associate Dean for Academic Affairs, College of Fine Arts

FROM: Department/School: \_\_\_\_\_

CC: Unit Chair/Director: \_\_\_\_\_ (print name)

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Please allow: \_\_\_\_\_ ID # \_\_\_\_\_ CFA Major: \_\_\_\_\_ (Student Name)

To enroll in the following total number of hours this semester: \_\_\_\_\_

Reason for Request:

Academic Advisor SIGNATURE: \_\_\_\_\_

Unit Chair/Director SIGNATURE: \_\_\_\_\_

Student SIGNATURE: \_\_\_\_\_

ASSOCIATE DEAN SIGNATURE: \_\_\_\_\_