



# Request for Enrollment Overload

### Instructions and Guidelines:

1. Course loads over 18 hours require approval of the Associate Dean for Academic Affairs. **Students must have a minimum cumulative GPA of 3.5.**
2. Complete this form in its entirety. A reason must be provided for the request. Incomplete forms will not be processed.
3. Obtain signatures from assigned Academic Advisor and Department Chair/School Director.
4. Seniors planning to graduate in the current semester must attach a recent Degree Progress Core Report.
5. Email the completed form to [CoFADegreePlan@tcu.edu](mailto:CoFADegreePlan@tcu.edu).
6. If approved, the Associate Dean for Academic Affairs will notify the student of approval and increase the course load limit. If denied, the Associate Dean will notify the student.
7. Enroll in course(s) via myTCU within 24 hours of approval. **The deadline to enroll is just before midnight on the final day of the registration add period.**
8. **NOTE: Additional financial charges may be applied as a result of credit-hour overloads.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Major/Degree: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Total Hours Completed: \_\_\_\_\_ Cumulative TCU GPA: \_\_\_\_\_

Requested Number of Hours: \_\_\_\_\_ Course(s) Requested: \_\_\_\_\_

### Reason for Request:

- I understand that additional financial charges may be applied to my student account as a result of credit-hour overloads.
- I have attached a recent degree progress core report.

\_\_\_\_\_  
Academic Advisor's Signature                      Date

\_\_\_\_\_  
Dept Chair/School Director's Signature                      Date

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Associate Dean for Academic Affairs' Signature                      Date