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.
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: _____

Current Semester/Year: _____   Total Hours Completed: _____   Cumulative TCU GPA: _____

Total Requested Number of Hours: _____   **Course(s) Requested:**
(Number and Title) _____

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