



University of the Incarnate Word  
 Office of the Registrar  
 4301 Broadway, CPO 304  
 San Antonio, Texas 78209  
 Phone: (210) 829-6006

# Request for Academic Overload

## Academic Overload Policy:

- Overload enrollment must be approved if the following applies:
  - Undergraduate per semester enrollment exceeds limit → 18 hours for Fall/Spring; 17 hours for Summer
  - Graduate per semester enrollment exceeds limit → 15 hours (Fall, Spring, Summer)
- A minimum GPA of 3.0 is required for overload enrollment approval
- Consultation with the Office of Financial Assistance is highly recommended for student aid recipients

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 UIW E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_  
 Minor: \_\_\_\_\_ Overall Earned Hours: \_\_\_\_\_

Request for Semester/Term:      Fall                  Spring                  Summer                  Year: \_\_\_\_\_  
 Excess Credit Hours Requested: \_\_\_\_\_ Total Semester Credit Hours if Approved: \_\_\_\_\_  
 Expected Graduation Semester/Term:      Fall                  Spring                  Summer                  Year: \_\_\_\_\_  
 How many hours per week will you work?      \_\_\_\_\_ On-campus      \_\_\_\_\_ Off-campus

Does the student meet the overload policy requirements, as stated above? \_\_\_\_\_ Yes      \_\_\_\_\_ No\*  
 \*If no, the rationale below must include an explanation for the exception.

Rationale for the Request: \_\_\_\_\_  
 \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Note to Graduate Students:** Research/Graduate Studies Dean Approval Also Required \*\*

Dean, Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

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### Registrar Office Use Only

Registrar Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Verify Overall GPA: \_\_\_\_\_ Verify Overall Earned Hours: \_\_\_\_\_

Comments: \_\_\_\_\_