



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; 1 course for May Term
 - **Graduate** per semester enrollment exceeds limit → 12 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, if applicable**

Student Name: _____ Student ID: _____
 Phone: _____ UIW E-Mail: _____
 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 the reason for the exception.

Rationale for the Request: _____

Advisor Signature: _____ Date: _____
 Student Signature: _____ Date: _____

Graduate Students Must Obtain Graduate Studies Dean Approval

Dean, Graduate Studies: _____ Date: _____

Registrar Office Use Only

Registrar Staff Signature: _____ Date: _____

Verify Overall GPA: _____ Verify Overall Earned Hours: _____

Comments: _____