



Student Hours Overload Request

South Arkansas College

Student Full Name: _____

Student SouthArk ID: _____

I request to be allowed to register in _____ semester hours for _____ (term), _____ (year).

My expected graduation date is: _____

The Course the student wants to add to their schedule is:

Course # _____ **Course Title:** _____

Student's current major is: _____

Student's reasoning for adding the course to their schedule is:

(Student may type the reasoning below, or submit a statement separately.)

****I understand that:**

- During a regular semester (fall or spring)
 - 15 semester credits is a normal course load for a full-time student
 - 12 or more credits is considered to be full-time for financial aid purposes
 - 18 credits is the maximum load during a regular session without the permission of the VPAA
 - Overloads that include mini-mester credits are at the discretion of the VPAA
 - The VPAA may approve a load of up to 21 semester credits
- During a summer semester:
 - 8 credits is the maximum for a single summer session
 - 6 credits is considered a normal load for each term of the summer session.
 - 14 credits is the maximum for the summer sessions (Long Summer, Summer 1, and Summer 2 combined).
- I understand that the VPAA must approve any exceptions in course load.

Student's Signature for request: _____

The following must be provided to each person to review before receiving their signature and approval:

Please answer the following questions:	Yes	No
Current Course Schedule or Registration form is attached.	<input type="checkbox"/>	<input type="checkbox"/>
Unofficial Transcript is attached.	<input type="checkbox"/>	<input type="checkbox"/>
Has the student completed 15 hours subsequently, with at least a C average?	<input type="checkbox"/>	<input type="checkbox"/>

Academic Advisor's Signature and Date

Vice President for Academic Affairs' Signature and Date

Registrar's Signature and Date