



MEMORANDUM

TO: Associate Dean
The Graduate School

FROM: Sarah Naylor
Associate Dean for Student Affairs
School of Social Work

DATE: _____

RE: **Credit Hour Overload Approval**

Due to the reasons stated below, _____ requests permission to take a credit hour overload of _____ credit hours during the _____ semester. The School of Social Work believes this student is able to handle this workload and supports this request.

_____ Student's Name	_____ PID #
_____ Approved:	_____ Approved:
_____ Faculty Advisor	_____ Associate Dean for Student Affairs

Reason(s) for Credit Hour Overload Request:

Credit/Course Load Policy

Students in the Graduate School should register for no more than 16 hours in any semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than six hours a term. Overload requests are considered on an exceptional basis and should be initiated by the student's curriculum, department, or school, and forwarded to the Graduate School for approval.