

# Office of the Registrar Overload Request Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

KSU ID: \_\_\_\_\_ Major: \_\_\_\_\_

Net ID: \_\_\_\_\_@students.kennesaw.edu

Students requesting to register for more than the current maximum credit hours per term must submit an Overload Request Form. The required Institutional GPA for an overload is 3.50. Any student below a 3.50 will need to take the form to their department chair to review/sign before the form can be processed by the Office of the Registrar. *Fall and Spring current maximum: **18 hours** Summer current maximum: **13 hours***

Total Hours Requested: \_\_\_\_\_ Semester Requested:  Fall  Spring  Summer Year: \_\_\_\_\_

Petitioned to Graduate:  Yes  No

Student should provide compelling reason(s) for requesting an overload:

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

*Student must obtain the department chair signature if they do NOT meet the 3.50 institutional GPA requirement **OR** are requesting more than 21 hours (fall/spring) or 15 hours (summer).*

Department Chair Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GRADUATE STUDENTS:** In order to enroll for more than 12 semester hours, students must obtain approval from their Graduate Program Director.

Program Director Name: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Office of the Registrar, email [registrar@kennesaw.edu](mailto:registrar@kennesaw.edu), Marietta, building B or Kennesaw Hall, Rotunda. Student will be notified via their KSU student email account once a decision has been made on the overload request.

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### Office of the Registrar Use Only

Institutional GPA: \_\_\_\_\_  Approved  Denied Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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