

REQUEST TO ENROLL IN AN OVERLOAD and/or AUDIT A COURSE

The deadline to enroll in an overload course or register as an auditor is the last day of course selection in a term.

Normal Grading: To request to enroll in an overload, complete the following information with signature approval from your Department Chair. Submit completed form to the Office of Student Services at des-studentservices@design.upenn.edu. *Students who enroll in more than 5 CUs for a grade will be charged tuition for the additional course unit.* The full overload policy can be found [here](#).

Audit: Students who wish to audit the course will need permission of the instructor in addition to signature approval from your department chair. There is no additional charge for audit coursework that is over 5 CUs. The full audit policy can be found [here](#).

Student Information *(please print clearly)*

Date:	Term:
Full Name:	PennID:
Program(s):	
Email Address:	

Overload Course Information

Course Code: _____ (ex: ARCH-5010-001)	CU count _____
Grade Type: <input type="checkbox"/> Normal Grading <input type="checkbox"/> Audit <i>(Audit grades require Instructor Approval)</i>	
Course Title:	
Course Instructor:	
Reason for Overload Status Request: <i>Please explain below:</i>	

Student Name (Please Print)	Student Signature	Date
-----------------------------	-------------------	------

Department Chair or Program Director Name (Please Print) and Sign	Date
---	------

For Audit Requests Only: Instructor Approval (Please Print) and Sign	Date
---	------