

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

Fall 2022 – Deadline to Submit Completed Form to Registrar: September 13, 2022 Spring 2023 – Deadline to Submit Completed Form to Registrar: January 24, 2023

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.

<u>Audit</u>: 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 <u>here</u>.

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: ☐ Normal Grading ☐ Audit (Audit grades require Instructor Approval) Course Title: **Course Instructor:** Reason for Overload Status Request: Please explain below: 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