

REQUEST TO ENROLL IN AN OVERLOAD

Fall 2021 – Deadline to Submit Completed Form to Registrar: September 14, 2021

Spring 2022 – Deadline to Submit Completed Form to Registrar: January 25, 2022

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, 110 Meyerson Hall. *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: _____ - _____ - _____ <i>(ex: ARCH-501-001)</i> _____ +cu <input type="checkbox"/> Normal Grading <input type="checkbox"/> Audit <i>(Instructor Approval)</i>
Course Title:
Course Instructor:
Reason for Overload Status Request: <i>Please explain below:</i>

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

Approvals:

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

Registrar Approval	Date
--------------------	------