REQUEST TO ENROLL IN AN OVERLOAD

Fall 2020 – Deadline to Submit Completed Form to Registrar: September 15, 2020
Spring 2021 – Deadline to Submit Completed Form to Registrar: February 2, 2021

To request to enroll in an overload, please fill out the following information, obtain the signature of your Department Chair, and return to the Office of Student Services, 110 Meyerson Hall. Instructor approval needed for an audit via email or signature. Please see the full policy on the back of this form.

Student Information *(please print clearly)*

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

Overload Course Information

Course Code: _____-_____-_____ *(ex: ARCH-501-001)* _____ **+cu** ☐ **Audit** *(Instructor Approval)* ☐ **Normal Grading**
Course Title:
Course Instructor:
Reason for Overload Status Request: *Please explain below:* _____ _____ _____ _____ _____ _____ _____

_____

Student Name (Please Print)   Student Signature   Date

Approvals:

_____

Department Chair or Program Director signature or email approval   Date

_____

Registrar Approval   Date

Stuart Weitzman School of Design, Office of Student Services, Location: 110 Meyerson Hall
Email: des-studentservices@design.upenn.edu , Phone: 215-898-6210
Revised November 2020