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.*

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-501-001)* _____ **+cu** ☐ **Normal Grading** ☐ **Audit** *(Instructor Approval)*
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 Name (Please Print) and Sign   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 August 2021