KENNESAW STATE UNIVERSITY

Office of the Registrar
Overload Request Form

Last Name: _____ First Name: _____

KSU ID: _____ Major: _____

Net ID: _____ @students.kennesaw.edu

The required Institutional GPA for an overload is 3.50. Any student below a 3.50 will need to take the form to their department chair to review/sign before the form can be processed by the Office of the Registrar.

*Fall and Spring Maximum Overload: **21 hours***   *Summer Maximum Overload: **15 hours***

Hours Requested: _____ Semester Requested: ☐ fall ☐ spring ☐ summer Year: _____

Petitioned to Graduate: ☐ Yes ☐ No

Student should provide compelling reason(s) for requesting an overload:

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[                                                                            ]
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Student Signature: _____ Date: _____

Student must obtain the department chair signature if they do NOT meet the 3.50 institutional GPA requirement OR are requesting more than 21 hours (fall/spring) or 15 hours (summer).

Department Chair Name: _____

Department Chair Signature: _____ Date: _____

GRADUATE STUDENTS: In order to enroll for more than 12 semester hours, students must obtain approval from their Graduate Program Director.

Program Director Name: _____

Program Director Signature: _____ Date: _____

Return this form to the Office of the Registrar, email registrar@kennesaw.edu, Marietta, building B or Kennesaw Hall, Rotunda. Student will be notified via their KSU student email account once a decision has been made on the overload request.

Office of the Registrar Use Only

Institutional GPA _____ ☐ Approved ☐ Denied Initials: _____ Date: _____

Comments: _____