

# Office of the Registrar Overload Request Form

FirstName: \_\_\_\_\_ LastName: \_\_\_\_\_

KSUD: \_\_\_\_\_ 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

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Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Program Director Name: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Institutional GPA: \_\_\_\_\_ F Approved F Denied Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: