

# Columbia State Community College

## Overload Request Form

**Any student desiring to register for more than 19 credit hours must have the following:**

- 1. Completed all Learning Support course requirements, and**
- 2. have earned a minimum cumulative grade point average (GPA) of 3.0**

An overload may be requested by completing this form and obtaining an advisor’s signature and the approval of one of the following: an academic division dean, extended campus directors, vice president for williamson campus and external services, assistant vice president for faculty, curriculum and programs, or dean for access, retention & regional services.

**The following information is required if you are requesting an overload:**

Name \_\_\_\_\_ A# \_\_\_\_\_ GPA \_\_\_\_\_

Semester \_\_\_\_\_ Is this your first semester at Columbia State?      Yes      No

My current major is \_\_\_\_\_

Do you expect to graduate/complete a certificate this semester?      Yes      No

If you answered no, when do you expect to graduate or complete your studies at Columbia State? \_\_\_\_\_

I request permission to take \_\_\_\_\_ hours overload because \_\_\_\_\_

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Provide your course schedule below including overload course(s):

CRN	Course ID	Course Title	Credit Hours	Term Dates	Time	Days	Audit/Repeat

1. Approved:      Yes      No      Advisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Approved:      Yes      No      Approving Authority \_\_\_\_\_ Date \_\_\_\_\_

3. Submit completed form to the **Records Office at [records@columbiastate.edu](mailto:records@columbiastate.edu)**