



Fairfax University of America
 4401 Village Drive
 Fairfax, VA 22030
 Telephone: (703) 591-7042 Email: registrar@fxua.edu

Course Overload Request Form

Students who wish to register for a schedule in excess of the Full-time Student Load, as defined in the Academic Catalog in the STUDENT ENROLLMENT STATUS policy, must request for approval of a course overload from their academic advisor. Students should submit this completed form to their advisor for approval.

A: To be completed by student

Student's Name: _____ Student ID#: _____
 (Last) (First) (Middle)

Phone: _____ University e-mail: _____

Degree Level (graduate or undergraduate?): _____

Program of Study: _____ Advisor's Name: _____

Cumulative GPA _____ Previous Semester GPA _____

1. Did you have an grades lower than a C- last term? (yes/no) _____
2. Are there any incomplete ("I") grades or "In Progress" grades on your transcript? (yes/no) _____

Semester for which overload is requested: _____ Total Requested credits: _____

List the course code for all courses that you are requesting to take this semester:

- | | |
|----------|----------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | 6) _____ |

Reason for Request:

Student's Signature: _____ Date: _____

B: To be completed by Program Chair/Director

Approved Denied

Justifications:

Program Chair/Director: _____ Date: _____

Office of the Institutional Effectiveness: _____ Date: _____

Course Overload

Students who wish to register for more courses than the university defines as a full-time load, must complete a request for permission to take a more-than-full-time load.

<i>Enrollment Status</i>	Graduate Students		Undergraduate Students	
	Credit Load Requirements by Semester			
	Fall & Spring	Summer I & II	Fall & Spring	Summer I & II
<i>Full-Time</i>	9 credits	6 credits	12-21 credits	12-21 credits
<i>Maximum Load</i>	15	15	21	21

In order to be eligible to exceed the normal full-time load, a student must be in good academic standing entering into the following semester and for the most immediate prior enrolled semester. For graduate programs, a minimum cGPA of 3.5 and for undergraduate programs a minimum cGPA of 3.0 is required to be eligible. Students must have a minimum of a C- for all courses in their previous semester and no "in progress" or "incomplete" grades can be listed on their transcript for the prior semester.

In extraordinary circumstances, first-time students may be approved for a course overload if evidence of previous postsecondary coursework is available for review, such as transcripts from previously attended post-secondary institution(s). In addition, with the approval of the Office of Institutional Effectiveness, the eligibility requirements may be modified in special cases.

Students must obtain an approval signature from their academic advisor as well as the dean of the appropriate school, and submit the form to the Registrar's Office before they can be registered for an overload schedule. The school dean has the authority to approve or deny the request.