

**METROPOLITAN STATE UNIVERSITY OF DENVER
UNDERGRADUATE PETITION FOR OVERLOAD EXCEPTION**

Student Name: _____ 900#: _____
 Phone number: _____ Email: _____
 Current Address: _____

Cumulative GPA at MSU DENVER: _____ Major _____
 Hours Completed at MSU DENVER: _____ Minor _____
 * Teacher Licensure YES NO

Brief explanation for the request: _____

<i>Current Class Schedule/Credit Hours Before Overload</i>				
Dept.	Course ID	CRN #	Course Title	Credits
			<u>Current Credits Total</u>	

<i>Overload Classes in Order of Importance</i>				
Dept.	Course ID	CRN #	Course Title	Credits
			<u>Overload credits requested</u>	
			<u>Total Credit Hours</u>	

If you meet GPA *and* MSU DENVER hour minimums outlined on the back of this form, you do not need to obtain the following signatures.

Department Chair _____ Date _____
 (Student's major)
 Dean _____ Date _____
 (Student's major)

**NOTE: Students formally admitted to a Teacher Licensure Program must also obtain permission to take an overload from the appropriate Education Department Chair and the Dean of the School of Education.*

Education Department Chair _____ Date _____
 (If student is seeking teacher licensure)
 Dean, School of Education _____ Date _____
 (If student is seeking teacher licensure)

This is to certify that I have authorized the Dean's Office to adjust my registration to reflect the increase in credit hours for this semester. I understand that I am responsible for registering for the additional course(s) upon notification.

Student's Signature _____ **Date** _____

Requirements for an Overload Exception

1. Consult the applicable GPA and MSU Denver credit hour chart below to determine whether or not you are required to obtain additional signatures outside of your own. Please note: Regardless of your GPA or credit hour standing, you may still apply for an overload, but must obtain the signatures of the Department Chair and Dean of your major first if you fall under the listed thresholds.
2. Approval of the the overload request DOES NOT guarantee your ability to enroll in the class(es). Your credit maximum will be increased if the request is approved, but this does not exempt you from any course restrictions (pre-requisites, co-requisites, class standing, closed class, etc.). If you meet the requirements to register for the course, but the course is closed/full, you may be able to add yourself to the waitlist (if available).
3. If registration for your overload course(s) occurs before the payment deadline, you will be responsible for payment of your account balance and any incurred service charges. Registration after the payment deadline will result in a service charge on your account if payment is not received by the 7th working day of the month. **Service charges will not be assessed on authorized financial aid students.**
4. **SIGNATURES:** The Department Chair and Dean signatures, if required, are those from the department and school/college of your declared major. If you are admitted to a School of Education licensure program, and your major resides outside of the School of Education, you must obtain signatures from the Chairs and Deans of both your major, and your School of Education program.

College of Business - **Phone:** (303) 615-1113 **Email:** business@msudenver.edu

College of Letters, Arts and Sciences College of Health and Human Sciences - **Phone:** (303)-615-1100 **Email:** chhs@msudenver.edu

College of Aerospace, Computing, Engineering, and Design - **Phone:** (303) 615-0026 **Email:** cacedoffice@msudenver.edu

School of Education - **Phone:** (303) 615-1777 **Email:** education@msudenver.edu

School of Hospitality - **Phone:** (303) 615-1616 **Email:** schoolofhospitality@msudenver.edu

<i>FALL/SPRING SEMESTER</i>		
Total Credit Hours Including Overload	19 – 20 Hours	21 or more
Minimum MSU DENVER GPA required to register for the overload class(es)	3.25	3.50
Minimum completed credit hours required at MSU DENVER	15	15
Meets GPA and MSU DENVER Hour Minimums	Students should complete the information on this form and return to the appropriate Dean’s Office.	Student should complete the information on this form and obtain approval of Department Chair and Dean’s Office.
Does not meet GPA or MSU DENVER Hour Minimums	Student should complete the information on this form and obtain approval of Chair and Dean’s Office.	

<i>SUMMER SEMESTER</i>		
Total Credit Hours Including Overload	13 – 14 Hours	15 or more
Minimum MSU DENVER GPA required to register for the overload class(es)	3.25	3.50
Minimum completed credit hours required at MSU DENVER	15	15
Meets GPA and MSU DENVER Hour Minimums	Students should complete the information on this form and return to the appropriate Dean’s Office.	Student should complete the information on this form and obtain approval of Chair and Dean’s Office.
Does not meet GPA or MSU DENVER Hour Minimums	Student should complete the information on this form and obtain approval of Chair and Dean’s Office.	