Course Permission & Credit Overload Request Form

Name: __________________________________ Date: ____________________________

Student ID: __________________________ Major: ____________________________

Telephone Number: ______________________ College: __________________________

Email Address: __________________________ Current GPA: ____________________

Reason for Permission

☐ Course Permission

☐ Credit Overload: Registration Beyond 19 Credit Hours

Semester for Course Permission or Credit Overload

Term: ☐ Fall _________ ☐ Spring _________ ☐ Summer _________

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Class Number</th>
<th>Primary Choice</th>
<th>Alternative Choice</th>
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Course Enrollment Capacity

Does course(s) have 5 or fewer seats remaining? ☐ Yes ☐ No

Student’s Signature: __________________________ Date: __________________________

With my signature, I hereby authorize the College of Business Undergraduate Advising office to review any pertinent academic records.

Completed by College of Business staff:

☐ Entered Permission to override prerequisite error for ____________________.

☐ Did not enter Permission since student did not meet prerequisite(s) for ____________________.

☐ Submitted Referral to Registrars regarding approval to Overload schedule with ____________________.

☐ Contacted student regarding Permission / Overload request results through Phone / Email (circle one).

Advisor's Signature __________________________ Date __________________________
Policies & Guidelines to File a College of Business Course Permission & Credit Overload Request

The following policies and guidelines are designed to assist you in the preparation of your Course Permission & Credit Overload Request. Before filing your request form, please review the attached form to ensure its completeness and accuracy, and make sure you append any documentation that you wish to submit in support your request. Forms that are submitted without all necessary and relevant information will be returned as incomplete.

Permission Requests
Students must submit a Course Permission & Credit Overload Request Form in order to register for courses in which they receive an enrollment error that states the appropriate prerequisite(s) have not been completed.
1. Student attempting to enroll in a course that indicates prerequisites have not been completed and meeting the following conditions are eligible to have their permission request reviewed /approved directly by their advisor:
   a. Student has completed required prerequisite with CSU and/or transfer credit. If course is transfer credit, CSU transcripts must be updated with transfer credits.
   b. Student will complete required prerequisite the semester prior to enrollment in the requested course. Student must be registered for prerequisite course when request form is submitted. If student does not successfully complete prerequisite, student must drop requested course from schedule and register for the prerequisite course.
2. Permission requests will only be entered if course has open enrollment seats and is not closed at the time of request.

Overload Requests
Students must submit a Course Permission & Credit Overload Request Form in order to register for more than 19 credit hours.
1. Student intending to take 20+ credit hours and meeting the following conditions are eligible to have their permission form for credit overload reviewed/approved directly by their advisor:
   a. Sophomore or Junior Standing (between 30 and 89 credit hours completed) with a minimum 3.25 cumulative GPA.
   b. Senior standing (90 or more credit hours completed) with a minimum 3.0 cumulative GPA.
2. Students who do not meet the criteria above must also include a typed statement describing the extenuating circumstances which require a credit overload and include any information which demonstrates capability of handling the additional credit hours. Requests will be forwarded to the College of Business Undergraduate Petitions Committee for review (committee meets every three weeks).
3. Overload requests will only be entered if above criteria is met and course has open enrollment seats and is not closed at the time of request.

Primary / Alternative Choice
Students are strongly encouraged to list a primary enrollment choice and alternative enrollment choices. Request forms will be processed within one business day of submission, unless request form must be forwarded to the College of Business Undergraduate Petitions Committee. Due to the length of processing, primary enrollment choices may reach enrollment capacity before request can be processed. If the primary enrollment choice reaches enrollment capacity, the Undergraduate Advising Office will process the request with the alternative enrollment choices.

Request Results
Students will be contacted via telephone or email regarding the results of the permission and/or overload request within one business day.