

**UNDERGRADUATE STUDENT OVERLOAD REQUEST FORM**  
**J. MACK ROBINSON COLLEGE OF BUSINESS**  
**GEORGIA STATE UNIVERSITY**

Name \_\_\_\_\_ Degree Program \_\_\_\_\_  
Last First Middle Major \_\_\_\_\_

PANTHER ID# \_\_\_\_\_ STUDENT GSU EMAIL ADDRESS \_\_\_\_\_

STUDENT ADDRESS \_\_\_\_\_  
Street City/State zip code Phone

- \* Undergraduate students may register for a maximum load of 18 hours without requesting approval.
- \* Graduate students may register for a maximum course load of 15 hours without requesting approval. See reverse side for graduate students' instructions on how to petition for an overload.

**CHECK ALL APPLICABLE ITEMS:**

\_\_\_\_\_ I request an exception to the maximum course load. I wish to increase my course load to a total of \_\_\_\_\_ hours for the \_\_\_\_\_ semester. I understand that to be approved for this course load I must meet the academic regulations required by the university. Requests from students who do not meet the regulations stated on the reverse side of this form will not be processed without a petition and letter of explanation attached.

\_\_\_\_\_ My overload request is due to the Regents' Test Preparation (RGTE) course restriction. This is my first and only request for an RGTE (formerly RTP) overload. (See the reverse side of this form.)

\*\*\*\*\* **DO NOT SIGN THIS FORM WITHOUT READING THE STATEMENTS BELOW.** \*\*\*\*\*

**I UNDERSTAND THAT:**

1. The Office of Undergraduate Academic Assistance does not recommend an overload if I am working more than 20 hours/week or if there are other circumstances (such as family obligations) which adversely affect the time I have for studying and class attendance.
2. The Office of Undergraduate Academic Assistance does not recommend an overload if I am not in good academic standing.
3. I am totally responsible for the academic consequences of taking an increased load.
4. I am responsible for choosing courses for which I am eligible to register. This means that the requirements of proper course sequencing as well as all specific prerequisites must be met.
5. If I need help in proper course selection, I am responsible for asking for advice from the Office of Undergraduate Academic Assistance.
6. I am not eligible for a reexamination in any course taken.
7. My records will be reviewed to confirm that this is the one and only time I have taken an RGTE overload (if an RGTE restriction applies).

\_\_\_\_\_  
Signature of Student Date

\*\*\*\*\* **TO BE COMPLETED BY THE OFFICE OF UNDERGRADUATE ACADEMIC ASSISTANCE** \*\*\*\*\*

Decision: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Signature of College Official Date

## **INFORMATION ON OVERLOADS INVOLVING RGTE (FORMERLY RTP) COURSES**

Overloads which include an RGTE course are permitted ONLY in the following circumstances:

1. If ALL previous grades in RTP/RGTE have been "S." No grades of "U" or "WF" in RTP/RGTE at all.
2. If this is the first semester an RGTE course has been required.
3. If the student has NEVER had an overload with RTP/RGTE before, that is, an RTP/RGTE overload may be approved only one time.
4. If, during the review process, it is discovered that the student has previously had an RTP/RGTE overload, the college will rescind the overload approval. The student will be required to withdraw (or be withdrawn) from the course(s) that result in the overload.

## **INFORMATION ON OVERLOADS EXCEEDING 18 HOURS FOR UNDERGRADUATE STUDENTS**

The following two academic regulations must be met:

1. The student has completed a 20-quarter hour or 15-semester hour load in a previous term at Georgia State University with at least a "B" average.

- AND -

2. a. The student attained Faculty Scholar during the most recent enrollment at Georgia State University and, if he/she is a reentering student, has achieved only grades of "A" in credit earned elsewhere since the most recent enrollment at Georgia State University.

- OR -

- b. The student has earned 90 quarter hours or 60 semester hours credit with a cumulative grade point average of at least a "B" for the preceding two terms of residence.

If the above conditions (either 1 and 2a or 1 and 2b) are not met, the student may petition the college for an exception through the standard petition procedure. The student will receive a written decision normally within 14 days from the date the petition is received. The specific courses to be taken must be provided as well as a thorough explanation of why the overload is being requested.

## **INFORMATION ON OVERLOADS EXCEEDING 15 HOURS FOR GRADUATE STUDENTS**

Graduate students must petition for an exception through the standard petition procedure. The student will receive a written decision normally within 14 days from the date the petition is received. The specific courses to be taken must be provided as well as a thorough explanation of why the overload is being requested.