PERMISSION TO OVERLOAD

STUDENT INFORMATION:

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td>G Number:</td>
</tr>
<tr>
<td>Mason E-Mail:</td>
<td>Daytime Phone:</td>
</tr>
</tbody>
</table>

Mason E-Mail: [@masonlive.gmu.edu](mailto:@masonlive.gmu.edu)  
(Students are notified of decisions via Mason email ONLY)

To be eligible for a course overload, an undergraduate student must meet all of the following criteria:

- Have at least a 3.0 cumulative Mason GPA.
- Have completed all courses successfully in his/her previous semester with no F’s or Incompletes. All approved requests will be subject to review after previous semester final grades are posted.
- Complete this form and obtain a School of Business Academic Advisor’s signature.
- Requests for more than 21 credit hours will also require the Director of Undergraduate Services approval.

Students in their first semester at Mason are not eligible for overloads.

FALL OR SPRING  The above named student requests permission from this office to take a total of _______ hours for the:

- Fall 20 _______  
- Spring 20 _______  

SUMMER  The above named student requests permission from this office to take a total of _______ hours for the:

- Summer 20 _______  semester ( _______ hours in Session A: _______ hours in Session B: _______ hours in Session C)

In receiving this permission, the student acknowledges he/she has been informed that:

- The student is proceeding at their own risk.
- The student is responsible for any additional tuition and fees.
- An overload is not justification for a late/retroactive withdrawal.
- The student will not be given special permission to reschedule final examinations.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
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</table>

ACADEMIC ADVISOR’S DECISION:  

- [ ] Approved  
- [ ] Denied

Comments: ________________________________

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<thead>
<tr>
<th>Academic Advisor Signature</th>
<th>Date</th>
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</thead>
</table>

ASSISTANT DEAN’S/DIRECTOR’S DECISION:  

- [ ] Approved  
- [ ] Denied

Comments: ________________________________

<table>
<thead>
<tr>
<th>Director of Undergraduate Programs</th>
<th>Date</th>
</tr>
</thead>
</table>

Follow-Up: Sent to Registrar’s Office Via: Campus Mail _______  Fax _______  Student Hand Carried _______  Date _______

Form Revised. 09/16