

# Overload Permission Request



Permission must be obtained for hours taken over the maximum allowed as per the student's level. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Undergraduate students may request permission for an overload from their advisor, which must then be approved by the dean of their college or if the major is undecided, from the Associate Vice President for Student Success.

Graduate students may request permission for an overload from their advisor. Once completed, with ALL required signatures, submit this form to the Office of the Registrar, Carrington Hall, Room 320 or [Registrar@MissouriState.edu](mailto:Registrar@MissouriState.edu) for processing.

Student Name: \_\_\_\_\_ M-Number \_\_\_\_\_  
Last First MI

Overload Permission for: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Year \_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Academic Advisor approval (for both undergraduate and graduate students).

Number of previous semester hours attempted: \_\_\_\_ Previous semester GPA: \_\_\_\_

Student permitted to carry \_\_\_\_ hours during the indicated term.

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

Dean of the College or designee approval (for undergraduate students only)

Approval level:

\_\_\_\_ Dean of the College or designee (standard overloads for undergraduate degree-seeking students)

\_\_\_\_ Associate Vice President for Student Success (overloads for undeclared majors)

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date

Office use only: \_\_\_\_\_ Date: \_\_\_\_\_