

Course Overload Approval Form



The normal full course load for undergraduate programs is 30 credits for the Fall/Winter Session. You do not require a course overload approval to attempt 16.5 credits in the Fall, Winter, or over the combined Spring/Summer Sessions.

Please fill out this form to request permission to attempt **more than 16.5 credits**.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Phone Number	Email	
GPA over the last 30 attempted credits:	Total number of credits attempted at Concordia:	Number of credits to be enrolled in: (Requests beyond 18 credits will be denied)
Academic Standing: <input type="checkbox"/> Honors <input type="checkbox"/> Satisfactory	Semester and Year for which you require overload approval: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer Year: _____	

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
1. Student has Satisfactory or Honours standing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Student has attempted at least 15 credits at Concordia University of Edmonton	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. The last 30 attempted credits include a Fall, Winter or combined Spring/Summer session with at least 13.5 attempted credits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Student requests an overload of 18 credits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Over the last 30 attempted credits:		
<input type="checkbox"/> Has a GPA less than 3.2 <input type="checkbox"/> Has a GPA between 3.2 - 3.49 <input type="checkbox"/> Has a GPA of 3.5 or higher		
Decision:		
<input type="checkbox"/> Approved	Initials	Date
<input type="checkbox"/> Not Approved	Initials	Date
Completed form received by:	Initials	Date

Students can appeal any decision to decline the requested overload permission pursuant to the appeal procedure as stated in section 9.6 of the calendar.