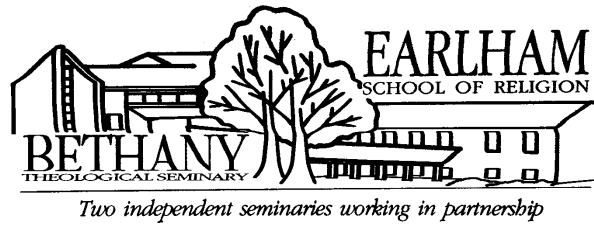


COURSE OVERLOAD REQUEST



***This form must be submitted to the Academic Services Office
with your registration card or add/drop card.***

(Please Print)

I. COMPLETED BY STUDENT

NAME: _____

FACULTY ADVISOR: _____

I request permission to take a course overload in the _____ semester of the _____ academic year. I meet all of the criteria for taking an overload as specified on the reverse side of this form.

The total number of hours that I plan to take in the semester for which I am requesting an overload is _____ hours..

SIGNATURE _____

DATE _____

II. SECTION TO BE COMPLETED BY FACULTY ADVISOR

I hereby grant permission for a course overload as requested above. It is my judgment that the student meets all of the criteria for taking an overload as specified on the reverse side of this form.

SIGNATURE _____

DATE _____

**EARLHAM SCHOOL OF RELIGION
COURSE OVERLOAD POLICY AND PROCEDURE**

(1) Maximum Credit Load Without Approval

SESSION ONE			SESSION TWO	
August Intensives	Semester 1-Fall	January Intensives	Semester 2-Spring	May Intensives
3 credits	12 credits	3 credits	12 credits	3 credits
Cannot increase	Can increase	Cannot Increase	Can increase	Cannot Increase

- (2) Permission to take a course overload of an additional 3 semester hours in a given semester may be granted by the faculty advisor as an exception to normal policy.
- (3) Students desiring to register for an overload will obtain the form from the Academic Services website (<http://sas.earlham.edu>) and take the completed form to their faculty advisor. The student and the advisor will both sign the form. **Submit this form to Academic Services.**

**BETHANY THEOLOGICAL SEMINARY
COURSE OVERLOAD POLICY AND PROCEDURE**
Adopted by the Bethany Faculty - January 30, 1995, Revised

(1)

SESSION ONE			SESSION TWO	
August Intensives	Semester 1-Fall	January Intensives	Semester 2-Spring	May Intensives
3 credits	12 credits	3 credits	12 credits	3 credits
Cannot increase	Can increase	Cannot Increase	Can increase	Cannot Increase

- (2) Permission to take a course overload of an additional 3 semester hours in a given semester may be granted by the faculty advisor as an exception to normal policy if ALL of the following criteria are met:
- (a) The student is in good standing academically, and has successfully credited all of the courses for which she or he was enrolled in the most recent completed semester.
 - (b) The student is carrying no more than 20 hours of employment and/or volunteer assignments per week during the semester in which the overload will be carried. The total of 20 hours includes T.A.P. hours and, for middlers, hours committed to their field education assignment as ministers in training.
 - (c) The student has not requested course extensions during the semester most recently completed and does not anticipate requesting such an extension during the current semester. If the student subsequently requests a course extension for a course taken during the current semester, that will nullify the permission granted for an overload in the upcoming semester.
 - (d) The faculty advisor deems that the student is capable of carrying the overload without jeopardizing the student's health and/or the quality of the student's work.
- (3) A course overload is not permitted during the first year of a student's academic program.
- (4) Students desiring to register for an overload will obtain the form from the Academic Services website (<http://sas.earlham.edu>) and take the completed form to their faculty advisor. The student and the advisor will both sign the form. **Submit this form to Academic Services.**
- (5) Students denied permission to take an overload may appeal the decision of their advisor to the Academic Dean. The Dean's decision is final.