

Students who wish to register for more than 9 credits for graduate programs or more than 15 credits for undergraduate programs in the Fall or Spring semester, or more than 6 credits for graduate or undergraduate programs in the Summer terms must complete a course overload form. For graduate programs, a minimum CGPA of 3.5 and for undergraduate programs, a minimum CGPA of 3.0 is required to become eligible. For first-time students, the school dean may approve based the request after reviewing the students' previous course works such as transcripts from previously attended post-secondary institution(s). Students must obtain an approval signature from their academic advisor as well as the dean of the appropriate school, and submit the form to the Registrar's Office prior to the end of the add/drop period. Students must be in a good academic standing to request for a course overload. The school dean has the authority to approve or deny the request.

A: To be completed by student

Student's Name: _____ VIU ID#: _____
(Last) (First) (Middle)

Phone: _____ VIU E-mail: _____@campus.viu.edu

Program of Study: _____

Semester for which overload is requested: _____ Total Requested credits: _____

List all courses you request to take in the semester (course code & course name):

- | | |
|-------------------------------|-------------------------------|
| 1) _____ (On ground / Online) | 4) _____ (On ground / Online) |
| 2) _____ (On ground / Online) | 5) _____ (On ground / Online) |
| 3) _____ (On ground / Online) | 6) _____ (On ground / Online) |

Reason for Request:

Student's Signature: _____ Date: _____

B: To be completed by academic advisor and school dean

Previous Semester GPA _____ Cumulative GPA _____

Approved Denied

Justifications:

Academic Advisor's Signature: _____ Date: _____

School Dean's Signature: _____ Date: _____

Office Use Only

Registrar's Office Received on _____ by _____