

Academic Overload Request (More than 18 Credits, Excluding SDV)

Students should fill out this form and submit it to the Dean of Student Success at academicoverload@nvcc.edu:

Name: _____ ID Number: _____
 Telephone: Home: _____ Cell: _____ Email: _____ @email.vccs.edu
 Major: _____ Term/Year: _____

Grade Point Average: _____ (Students must have a 3.00 grade point average or higher on the last 12 credits or most recent semester of full-time enrollment completed at NOVA or another regionally accredited college or university.) Additional factors are considered such as course load in previous semesters when making a decision.

Courses Requested: List **ALL** courses planned for the term. The courses listed must total to over 18 credits.

Class Number (24690)	Course Prefix (HIS)	Course Number (101)	Section# and Campus (003N)	Session (16wks)

Total # of credits requested: _____

*For students with considerable professional experience, successful completion of college-level training may substitute for the credit hour and GPA requirement. Approval for an overload based on professional training may be granted by the Dean of Student Success in consultation with the appropriate program head/assistant dean:

Approved by Program Head/Assistant Dean: _____
Printed Name Signature

Dean of Student Success Approval:

Approved Disapproved

Printed Name: _____ Signature: _____

Comments:

Dean of Student Success: Please forward the completed form to the Office of Enrollment Management & Student Success or Campus Registrar for processing.

Office Use Only:

Date Scanned: _____ Date Linked to Student Record: _____ Initials: _____