

# Columbia State Community College

## Overload Request Form

**Any student desiring to register for more than 19 credit hours must have the following:**

1. **Completed all Learning Support course requirements, and**
2. **have earned a minimum cumulative grade point average (GPA) of 3.0**

An overload may be requested by completing this form and obtaining an advisor's signature and the approval of one of the following: an academic division dean, extended campus coordinators, vice president for williamson campus and external services, associate vice president for faculty, curriculum and programs, or the regional services and southern campuses dean.

**The following information is required if you are requesting an overload:**

Name \_\_\_\_\_ A# \_\_\_\_\_ GPA \_\_\_\_\_

Semester \_\_\_\_\_ Is this your first semester at Columbia State? \_\_\_\_\_ Yes \_\_\_\_\_ No

My current major is \_\_\_\_\_

Do you expect to graduate/complete a certificate this semester? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered no, when do you expect to graduate or complete your studies at Columbia State? \_\_\_\_\_

I request permission to take \_\_\_\_\_ hours overload because \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

CRN	Course ID	Course Title	Credit Hours	Term Dates	Time	Days	Audit/Repeat

1. Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No Approving Authority \_\_\_\_\_ Date \_\_\_\_\_

3. Submit completed form to the **Records Office at [records@columbiastate.edu](mailto:records@columbiastate.edu)**