



**REQUEST FOR CLASS OVERLOAD – UNDERGRADUATE**

MEMORANDUM

Date: \_\_\_\_\_

To: Registrar, Admissions and Records

Semester: Fall Spring Summer 20\_\_\_\_\_

From: \_\_\_\_\_  
(Please print name)

Student ID #: \_\_\_\_\_

SUBJECT: REQUEST FOR CLASS OVERLOAD

By this memorandum I am requesting to take a class overload. I was enrolled as a ( )full-time / ( )part-time student the last semester in attendance at the University of Guam. My major is \_\_\_\_\_.

My present cumulative G.P.A. is \_\_\_\_\_, verified by \_\_\_\_\_, Registrar’s Office. I have earned a total of \_\_\_\_\_ semester hours to date. I am currently enrolled/enrolling in the following courses (include Special Projects, Conference Courses, and Professional & International Programs (PIP) courses):

Course #	Course Title	Credits	Time	Days	Instructor

I am requesting to take an overload of \_\_\_\_\_ credits for this ( ) Fall/Spring / ( ) summer session A/ ( ) summer session B/ ( ) summer session C. I wish to take the following course(s):

Course #	Course Title	Credits	Time	Days	Instructor

An excess of 1 to 3 credits must be approved by:

\_\_\_\_\_  
ACADEMIC ADVISOR FOR MAJOR

An excess beyond 3 credits not to exceed the 24 credits (per regular semester) / 18 credits (summer term) maximum must be approved by:

\_\_\_\_\_  
ACADEMIC ADVISOR FOR MAJOR

and

\_\_\_\_\_  
DEAN OF COLLEGE OFFERING MAJOR

I understand that credits taken in excess of the 24 credits (per regular semester) / 18 credits (summer term) maximum will not be granted nor recorded as earned credit and that those taken in excess shall be deleted on the basis of last enrollment date.

\_\_\_\_\_  
STUDENT’S SIGNATURE

# UNIVERSITY OF GUAM

## STUDENT CLASS OVERLOAD POLICY

### *NORMAL CLASS LOAD (number of credits)*

The normal class load for a student is from 12 to 18 credits per regular semester and 6 credits per summer sessions A, B, C. A combination of a 3-credit course and a 4-credit laboratory plus lecture course, for a total of 7 credits, will be considered a permissible exception to the 6-credit normal class load for a student during summer sessions A, B, C.

### *OVERLOAD (additional credits)*

A student who has earned less than 60 credits and is making satisfactory progress may carry an overload up to a total of 19-21 credits provided he/she has submitted the Request for Class Overload form approved by his/her academic advisor.

A student who has completed 60 credits or more and is making satisfactory progress may carry an overload up to a total of 22-24 credits provided he/she has submitted the Request for Class Overload form approved by his/her academic advisor, and the Dean of the student's college/school.

This class overload will include Special Projects, Conference Courses, and Professional and International Programs Courses. The student must have accumulated at least 18 credits before he/she will be permitted to enroll beyond the normal class load.

### *EXCESS CREDITS*

Credits taken in excess of the 24 credits per regular semester / 18 credits summer term maximum, or credits taken over the normal load without official authorization, will not be granted or recorded as earned credit. Under these conditions the hours for which credit will not be granted will be those with the latest enrollment date which constituted the overload.

\* \* \* \* \*