

**University of the Southern Caribbean**  
**APPLICATION FOR CREDIT OVERLOAD**

(Please indicate all dates in the following sequence – mm-dd-year)

Semester: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>			School Year:	
First Name	Middle Name	Last Name	USC ID	AU ID (If applicable)
<b>Anticipated Completion Date:</b> <input type="checkbox"/> December <input type="checkbox"/> May <input type="checkbox"/> July    School Year: 20____/ 20____				
Email		Fax:	Phone: (8am – 5pm)	
COURSE NO.:			TITLE:	
			CREDITS:	
REASON FOR REQUESTING OVERLOAD:				

**THIS SECTION TO BE FILLED BY ADMISSIONS COUNSELOR/DESIGNEE:**

**Admission Status:**

- Provisional  
 Regular  
 P.T.C.

**Admission Lack**

- USC Transcript  
 CXC/GCE Math  
 CXC/GCE English  
 CXC/GCE Biology  
 Official Certificates

**Agreement/Bulletin Year:**

- 2001  
 2003  
 2006  
 2010

Major \_\_\_\_\_

Minor \_\_\_\_\_

Emphasis \_\_\_\_\_

Admission Validated by Counselor's Signature to be true and correct as approved by the University of the Southern Caribbean/ Andrews University	DATE
SIGNATURE: ADMISSIONS COUNSELOR _____	

**ADVISOR'S RECOMMENDATION:**

I have notated in the table below, the student's current course load and overall grade point average as verified on IUTUS, and therefore make the following recommendation, in accordance with the under mentioned course overload policy:

CURRENT LOAD	GPA Validated on IUTUS	DATE
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OFFICER	DECISION	SIGNATURE	DATE
ADVISOR	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Hold		
FACULTY DEAN	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Hold		

Received by Data Entry on: \_\_\_\_\_

Signature & Stamp \_\_\_\_\_ TOTAL LOAD BEFORE TRANSACTION \_\_\_\_\_ AFTER \_\_\_\_\_

**COURSE OVERLOAD POLICY (as stated in USC 2010-2012 Bulletin, p. 15)**

A student shall rarely be allowed to carry a load of more than 16 credits during any one semester, and then only by permission of the Vice President for Academic Administration. Under no circumstances may a student take more than 19 credits. Students with good performance in study may be allowed to take extra credits with approval from their respective dean, according to the following guidelines:

**Overall GPA Course Load**

- 3.00 - 3.49 17 credits  
3.50 - 3.89 18 credits  
3.90 - 4.00 19 credits

**For the summer term, students are not permitted to register for more than 16 credits.**