

Overload Request for Arts & Sciences Advising Services

313 AYRES HALL | (865) 974-4481 | ARTSCI.UTK.EDU/ADVISING

The maximum number of hours which may be taken without special permission:

Fall/Spring: 19 hours

Mini-Term: 3 hours

Summer: 12 hours

Your past academic performance at UT is the most important factor influencing the outcome of your request; therefore, Overload Requests are **NOT** granted to:

- First semester students (freshman and transfer)
- Students on academic probation
- Students with no remaining W's

We will **NOT** accept this request without the following:

- Copy of your class schedule for the term of request
- Copy of your DARS (if graduating in term of request)

This form may be submitted electronically to asadvicing@utk.edu. **Requests are usually reviewed within 7-10 business days and you will be notified via email.** You must make any needed adjustments to your course load by the add/drop deadline. **Overload requests submitted after the deadline may require an appointment with one of our Directors.**

Name: _____ Student ID Number: _____

UTK Email Address: _____ Semester & Year of Overload: _____

Major & Concentration: _____

Catalog Year: _____ Semester & Year You Plan to Graduate: _____

Please *thoroughly* explain the reason you are requesting an overload.

Will you be working during the term of overload? Y ___ N ___ How many hours per week? _____

ADDITIONAL COURSES REQUESTED: *(Please list in the table below).*

Department Name	Course Number	Credit Hours

Total Number of Hours for the Semester Including Overload Request: _____

OFFICE USE ONLY

DECISION: Granted _____ Denied _____ Pending _____

REVIEWED BY: _____

COMMENTS: _____