



Office of the Registrar Overload Request Form

Last Name: _____ First Name: _____

KSU ID: _____ Major: _____

Net ID: _____ @students.kennesaw.edu

The required Institutional GPA for an overload is 3.50. Any student below a 3.50 will need to take the form to their department chair to review/sign before the form can be processed by the Office of the Registrar.

Fall and Spring Maximum Overload: 21 hours

Summer Maximum Overload: 15 hours

Hours Requested: _____ Semester Requested: fall spring summer Year: _____

Petitioned to Graduate: Yes No

Student should provide compelling reason(s) for requesting an overload:

Student Signature: _____ Date: _____

Student must obtain the department chair signature if they do NOT meet the 3.50 institutional GPA requirement OR are requesting more than 21 hours (fall/spring) or 15 hours (summer).

Department Chair Name: _____

Department Chair Signature: _____ Date: _____

Return this form to the Office of the Registrar, email registrar@kennesaw.edu, Marietta, building B or Kennesaw Hall, Rotunda. Student will be notified via their KSU student email account once a decision has been made on the overload request.

Office of the Registrar Use Only

Institutional GPA _____ Approved Denied Initials: _____ Date: _____

Comments: _____