

Jackson State University - College of Business
UNDERGRADUATE STUDENT OVERLOAD REQUEST FORM

COLLEGE OF BUSINESS POLICY ON COURSE LOAD

In order to ensure that students will have a maximum chance of successfully pursuing their studies, the maximum permissible course load for all majors will depend on current CUMULATIVE GRADE POINT AVERAGE. The following course load limitation will apply:

Cumulative GPA	Maximum Hours	Employment Hours Per Week	Course Load
Below 2.00	12	1 – 10	15 – 18 Credit Hours
2.00 – 2.49	15	11 – 15	12 – 14 Credit Hours
2.50 – 2.99	18	16 – 20	9 – 11 Credit Hours
3.00 – 4.00	21	More than 20	9 Credit Hours

Full-time enrollment in the College of Business is a demanding responsibility. Students who must be employed are advised to adjust their normal course load to ensure that they give sufficient attention to academic requirements. The following schedule is one suggested relationship between employment hours and course load that students can use as a guide to adjusting their course load.

Student _____ **J Number** _____ **Telephone** _____
Current GPA _____ **Major** _____ **E-mail** _____
Academic Advisor _____ **Advisor's Telephone** _____
Mailing Address _____

Semester / Year Overload Requested _____ **Semester / Year you plan to Graduate** _____

Reason for the Overload Request

Current Courses (those for which you have already registered):

Course Title	Course Number	Credit Hours	Days / Meeting Time

Course(s) that you are Requesting to Add (that will bring your total hours above the credit hour limit):

Course Title	Course Number	Credit Hours	Days / Meeting Time

Employment Information (if applicable)

Employer: _____		Telephone: _____
Summary of Employment Hours Per Week		
Days of Week	Required Time to Work <i>(example 1:00 p.m. – 6:00 p.m.)</i>	Total Hours Worked Per Day

Recommendation: _____ **Recommended** _____ **Not Recommended**
Comments: _____

Advisor _____ **Date** _____
 (printed / typed) (signature)

DECISION: _____ **Granted** _____ **Denied**
Comments: _____

Dean: _____ **Date** _____