



REQUEST FOR OVERLOAD APPROVAL
College of Public Health Undergraduate Studies

(>18 semester hours for Fall &/or Spring, and >14 semester hours for Summer)

Procedure:

- I. Give a reason for your request below, along with your signature, university ID#, printed name, phone number, and today's date.
- II. A. If your USF and/or overall GPA is 3.0 or higher, this is all that is necessary.
B. If your USF and/or overall GPA is NOT 3.0 or higher, you must provide documentation explaining why you need to complete courses this semester.
- III. Turn in the completed form to the following location: CPH 1039 College of Public Health Academic Affairs Office.
- IV. You should allow at least 24 hours for processing. You can check OASIS to see if the overload hours have been put in the system. If your request is denied, you will receive notification in via email.

Return this form via fax (905-9802), scan in and email (UG-PublicHealthAdvising@health.usf.edu) or you can physically bring it in to our office in CPH 1039.

Name: _____ Student ID: U_____

Phone Number: _____ E-mail: _____

Semester: _____

Total number of semester hours requested: _____ I am asking for an overload for _____ for the following reason: _____ (semester/year)

My proposed list of classes for the semester in which I am requesting the overload is as follows:

I understand that it may not be in my best interest to take an overload, and I accept full responsibility for my actions.

Signature: _____ Date: _____

Advisors Comments (Mandatory for students with grade point average <3.0):

Office Use Only

GPA: _____ Approval Signature: _____ Hours Approved: _____ Date: _____