



Summer Session

Request for Overload—Mini Session

This form is required if you are requesting to register for more than one class during Mini Session. Please print clearly. See instructions for submitting this form on other side.

1 Date _____

Name _____ NSHE ID _____
Last First M.I.

Phone _____ Email Address _____

Are you currently on academic probation or suspension? yes no What is your current GPA? _____

Reason(s) for request: _____

2 List **your Mini Session classes**. Instructor approval signatures are required and must be obtained by the student.

1. _____
Course subject & number Section number Credits Instructor's signature indicating approval Date

2. _____
Course subject & number Section number Credits Instructor's signature indicating approval Date

Note to Student: Summer Session classes are rigorous. Credit overload is not recommended. When estimating your course workload, please note that 3 credits in Mini Session equals 15 credits in fall/spring, so **6 credits is the equivalent of 30 credits in fall/spring**. You are making a conscious decision to take more than the recommended credit load. Students cannot use their overload as an excuse for turning in late assignments or for grade appeals. An exception to the policy for all withdrawal/refund requests will not be granted due to your load being too heavy or overwhelming.

By signing below and submitting this request, you verify that the submitted information is factual and that you take full responsibility for your overload schedule. Instructors and/or advisors have the right to deny this request and not sign the form.

Student's Signature _____ Date _____

3 Student's responsibility: Once approved by your instructors, you must acquire your Advisor's approval followed by your college Dean's approval before submitting this form to the Summer Session Office.

1. _____
Chair or Advisor's Signature Date

2. _____
Dean's Signature (Required) Date

Print name _____ Print name _____

4 Deliver completed form to the Summer Session Office.

