Office of the
University Registrar
25 University Avenue, West Chester, PA 19383
Ph: 610-436-3541 Fx: 610-436-2370
www.wcupa.edu/registrar

WCU ID# _____
Required

ADD OVERLOAD FORM

FOR STUDENTS WISHING TO CARRY OVER 18 CREDITS IN FALL/SPRING OR OVER 7 IN SUMMER.

Instructions: Please complete all information on the form and return to the Registrar's Office for processing. Refer to the undergraduate catalog for official policy.

Term: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____
(Year) (Year) (Year & Session)

Student Name: _____

Please add this class above the maximum student load:

Class #	**Subject**	**Catalog #**	**Section**	**Course Title**
Time	**Room**	**Credits**	**Instructor's Printed Name**	
Date			**Instructor's Signature (*only needed if course is closed*)**	

- ***Students with over a 2.75 Cum GPA require signature of major department chair to request additional classes exceeding 18 credit hours in a fall or spring semester.***

Department Chair's Signature: _____

Department: _____ Date: _____

- ***Students with under a 2.75 Cum GPA require signature of major department chair and the Special Assistant for Academic Policy to request additional classes exceeding 18 credit hours in a fall or spring semester.***

Signature of Spec. Assistant or designee (if applicable): _____

Comments: _____

_____

Student's signature/Date (required): _____

Office Use Only

Processed by: _____ Date: _____

Total Credits after Adding Course : _____