University of Victoria | Academic Advising for Humanities, Science & Social Sciences

REQUEST FOR COURSE OVERLOAD

NAME OF STUDENT: _____
Last Name First Name

UVIC STUDENT NUMBER: V - _____ UVIC EMAIL ADDRESS: _____

7.5 units during a single term is considered an ordinary course load. However, students are permitted to register in up to 9.0 units of courses in each of the First (Fall) Term, Second (Spring) Term, and Summer Session (May-August).

If you wish to request registration in courses additional to the limits identified above, you must complete and submit this form including the explanation of your request. You will be contacted if further information is required. The following conditions and limitations apply.

1. Maximum number of additional units:
   - First Term of Winter Session: 1.5 units;
   - Second Term of Winter Session: 1.5 units;
   - Summer Session: 3.0 units.
2. In order to be approved for more than 9.0 units in any term students must demonstrate that there is a compelling reason to allow this by providing in writing an explanation for their request.
3. No student will be considered for more than 1.5 additional units within a single term.
4. To be eligible for consideration of course overload of 1.5 additional units, a student must have:
   - a GPA of 3.00 or higher in the previous completed Session.

   To be eligible for consideration of course overload of more than 1.5 units, a student must have:
   - a GPA of 5.00 or higher in the previous completed Session

Eligibility for consideration does not guarantee approval.

STEP 1: LIST THE COURSE FOR WHICH YOU ARE REQUESTING OVERLOAD.

Course	Section	Units		Course	Section	Units

❑ WINTER SESSION: FIRST TERM ❑ WINTER SESSION: SECOND TERM ❑ SUMMER SESSION

STEP 2: EXPLAIN THE REASONS FOR YOUR REQUEST

Your statement should include your reason(s) for your request and an explanation of how you plan to manage the academic demands of the extra units.

❑ See attached **or** ❑ Hand-write your personal statement in the space provided on the reverse side (if a typed statement is not possible)

See reverse

Explanation:

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Signature Date

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the University Act and the British Columbia Freedom of Information and Protection of Privacy Act. The University of Victoria collects the personal Information on this form pursuant to section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act. The information provided in this form will be used only for the purposes of determining eligibility and permission for additional units within a single Term or Session towards a University of Victoria degree. For a detailed listing of the types of Personal Information the University collects and the purposes for such collection see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information, please contact the University Secretary's office at foipp@uvic.ca or (250) 472-4914.

FOR ADVISING USE ONLY

❑ Approved ❑ Not Approved

ADVA STAMP

_____ Date: _____

Associate Dean, Academic Advising

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Revised August 2016