Overload Request for Arts & Sciences Advising Services

313 AYRES HALL | (865) 974-4481 | ARTSCI.UTK.EDU/ADVISING

The maximum number of hours which may be taken without special permission:

Fall/Spring: 19 hours  
Mini-Term: 3 hours  
Summer: 12 hours

Your past academic performance at UT is the most important factor influencing the outcome of your request; therefore, Overload Requests are NOT granted to:

- First semester students (freshman and transfer)
- Students on academic probation
- Students with no remaining W’s

We will NOT accept this request without the following:

- Copy of your class schedule for the term of request
- Copy of your DARS (if graduating in term of request)

This form may be submitted electronically to asadvising@utk.edu. Requests are usually reviewed within 7-10 business days and you will be notified via email. You must make any needed adjustments to your course load by the add/drop deadline. Overload requests submitted after the deadline may require an appointment with one of our Directors.

Name: ___________________________________________ Student ID Number: ____________________

UTK Email Address: ______________________________ Semester & Year of Overload: ________________

Major & Concentration: ______________________________________________________________________

Catalog Year: _____________________ Semester & Year You Plan to Graduate: ____________________

Please **thoroughly** explain the reason you are requesting an overload.

Will you be working during the term of overload? Y ___ N ___ How many hours per week? __________

**ADDITIONAL COURSES REQUESTED:** *(Please list in the table below)*.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Course Number</th>
<th>Credit Hours</th>
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Total Number of Hours for the Semester Including Overload Request: ______________

**OFFICE USE ONLY**

DECISION:  
Granted _________  
Denied _________  
Pending _________

REVIEWED BY: _____________________________________________

COMMENTS: _______________________________________________