

Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245R Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907



COURSE OVERLOAD/UNDERLOAD FORM

Directions

- Please complete this form for permission to take a course overload or underload. Only 1 course overload is allowed for part-timers.
- You must receive the approval signatures below before you submit this form to the Registrar's Office for processing.
- A course overload/underload may affect your financial aid, visa status and/or your graduation term. Be sure you review your plans with the appropriate departments so you understand how it will affect your status both for current and future terms.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
mm/dd/year

Program: _____ **E-mail:** _____

Advisor's Signature: _____
Date Print Name

Term: Fall A Fall B Spring A Spring B Summer Academic Year: _____

Overload:

- Full-time Students: Check this box if this increases your credit load to over full-time status for the semester.
- Part-time Students: Check this box if this increases your credit load to over 10 credit hours for the semester.

Courses you plan to take this semester: _____

New Expected Grad term: _____

Underload:

- Full-time Students: Check this box if this decreases your credit load to less than 10.5 hours for the semester.

List the courses you plan to take this quarter: _____

****Part-time Students:** If you plan to decrease your credit load to 0 hours for the semester, you must work with your Advisor to submit a Change of Status to Leave of Absence or Withdrawal from School.

Registrar's Office Use Only

Revision: 3/2020

Date Received: _____ Date Processed: _____ By: _____ No hold: _____ Over/under load noted: _____