



University of the Southern Caribbean
APPLICATION FOR CREDIT OVERLOAD

Semester: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd		School Year: 20____ / 20____	USC ID
First Name:	Middle Name:	Last Name:	
Anticipated Completion Date: <input type="checkbox"/> December <input type="checkbox"/> May <input type="checkbox"/> July School Year: 20____ / 20____			
Email		Phone: (8am – 5pm)	
COURSE NO.:	TITLE:	CREDITS:	
REASON FOR REQUESTING OVERLOAD:			

THIS SECTION IS TO BE FILLED BY UNIVERSITY REGISTRAR/DESIGNEE:

- | | | |
|--------------------------------------|--|--------------------------------------|
| Admission Status: | Admission Lack | Agreement/Bulletin Year: |
| <input type="checkbox"/> Provisional | <input type="checkbox"/> USC Transcript | <input type="checkbox"/> 2006 |
| <input type="checkbox"/> Regular | <input type="checkbox"/> CXC/GCE Math | <input type="checkbox"/> 2010 |
| | <input type="checkbox"/> CXC/GCE English | <input type="checkbox"/> 2014 - 2017 |
| | <input type="checkbox"/> CXC/GCE Biology | <input type="checkbox"/> 2017 - 2019 |
| | <input type="checkbox"/> Official Certificates | <input type="checkbox"/> 2019 – 2021 |

Major _____ Emphasis _____

Minor _____

Admission Validated by University Registrar to be true and correct as approved by the University of the Southern Caribbean	DATE
SIGNATURE: UNIVERSITY REGISTRAR/DESIGNEE _____	

ADVISOR'S RECOMMENDATION:

I have notated in the table below, the student's current course load and overall grade point average, and therefore make the following recommendation, in accordance with the under mentioned course overload policy:

CURRENT LOAD:	GPA Verified:	DATE
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OFFICER	DECISION	SIGNATURE	DATE
ADVISOR	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Hold		
FACULTY DEAN	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Hold		
PROCESSED BY ADVISOR – ADVISING CENTRE			

Received by Data Entry on: _____

Signature & Stamp _____ TOTAL LOAD BEFORE TRANSACTION _____ AFTER _____

COURSE OVERLOAD POLICY (as stated in USC 2017-2019 Bulletin, p. 27)

A student shall rarely be allowed to carry a load of more than 16 credits during any one semester, and then only by permission of the Vice President for Academic Administration. Under no circumstances may a student take more than 19 credits. A student with good performance in study may be allowed to take extra credits with approval from their respective Dean, according to the following guidelines:

Overall GPA	Course Load
3.00 - 3.49	17 credits
3.50 - 3.89	18 credits
3.90 - 4.00	19 credits

For the third semester, a student is not permitted to register for more than twelve (12) credits.