



## REQUEST TO REGISTER WITH A COURSE CREDIT OVERLOAD

*A full course load is normally five, 3-credit courses or a total of 15 credits per term. Except for those students enrolled in a program that specifically requires a higher number of credits, students are restricted from registering in courses totaling more than 17.5 credits per term.*

**DEADLINE TO SUBMIT:**

*Last Friday before classes start*

*Students requesting a course credit overload must have completed at least one term with a minimum of five courses, totaling at least 15 credits, with a minimum Term GPA of 3.00. In addition, they must have a minimum Institutional CGPA of 3.00. A course credit overload will not normally be considered for a student in their first term at KPU. **Requests may only be made for the upcoming term.***

Submit this request to Student Enrolment Services by email at [studentinfo@kpu.ca](mailto:studentinfo@kpu.ca). The decision will be sent to your KPU email address.

**STUDENT INFORMATION**

Student ID	Student Name
Date	Signature

**PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE SUFFICIENT DETAIL TO ALLOW AN INFORMED DECISION**

Faculty and Program of Study (e.g. Arts, BA in Anthropology with a Minor in Biology)?
For what term are you requesting an overload? (e.g. Spring 2022)
How many total credits do you wish to register in?
State the reason(s) you're requesting a course credit overload:

**OFFICE USE ONLY**

Received by: Name & department (please print)	Date Received:	
Reviewed by: Name & department (please print)	Date Processed:	Request has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Authorizing Signature:	Notes:	