



Student Request for Course Overload

The normal class load for a fulltime student is 12 to 18 credit hours during the fall and spring semesters and 6 to 9 credit hours during the summer session. Special permission must be obtained from an MCC Academic Advisor to register for more than the minimum loads cited above. The number of credit hours that a student may take is limited for students on academic restriction.

In order to qualify for course overload, the student must be in good academic standing with a minimum cumulative GPA of 2.5 at McHenry County College. If the student does not have an established GPA at MCC, high school or external college transcript is required to confirm minimum GPA standard.

Students are required to submit the "Course Overload Request" form, which will be reviewed by an Academic Advisor. The following will be taken into consideration with the student's request:

- Minimum 2.5 cumulative college GPA
- Placement into college-level English and math (via ACT or placement testing)
- Prior AP and honors coursework
- Student major, career, degree/certificate and transfer goals
- External commitments
- Prior college credit

Students should discuss their request for course overload with an Academic Advisor and complete the application for "Student Request for Course Overload" on the reverse side of this form.

1. Requests for a maximum of 21 credits during fall/spring term or 12 credits during summer term will be reviewed by an Academic Advisor.
2. Requests for over 21 credits during fall/spring term or over 12 credits during summer term will be reviewed by the Dean of Enrollment Services.



Student Request for Course Overload

Semester: _____ Date of Request: _____

Student Name: _____ Id #: _____

Phone number: _____ Birthdate: _____ GPA: _____

Reason for Request:

Course	Credits	Date Range

Fall/Spring:

Up to 21 hrs

Over 21 hrs

Summer:

Up to 12 hrs

Over 12 hrs

I have discussed the course overload with an Academic Advisor. I understand the demands of taking an overload and recognize that this is a rigorous academic undertaking. The outcome will impact my academic record.

Student

Academic Advisor

Dean of Enrollment Services

This student is approved to take _____ hours during term specified. Date approved/entered _____