

**REQUEST FOR CLASS SIZE OVERRIDE
OR
CREDIT HOURS OVERLOAD**

Please note: fill out this form completely or your request will be delayed.

NAME: _____
LAST
FIRST
MIDDLE

LOCAL PHONE: _____ WORK PHONE: _____

STU EMAIL: _____ (We must communicate with your STU email.)

Student I.D. number (7 digits): _____

1. Today's date: _____
(month/day/year)
2. Current time: _____ (am/pm)
3. Check applicable request (if you are requesting both, check both):
 I am requesting:
 Override on class size limit (class is full)
 Credit hours overload (more than 15 hours in fall or spring; more than 7 hours in summer)
4. This request is for the _____ semester in _____.
(Fall, Spring, or Summer) (Year)
5. At the end of this semester, I will have completed _____ credit hours; I will be a _____.
(number) (1L, 2L, 3L, 3L+)
6. I currently plan to graduate in _____ in _____.
(May, August, or December) (year)
7. I am a:
 flex student
 transfer student
 neither of these
8. My current GPA is _____.

IF YOU ARE REQUESTING A **CLASS SIZE OVERRIDE**, PLEASE COMPLETE QUESTIONS 9 TO 11. OTHERWISE, SKIP DOWN TO QUESTION 12.

9. The class(es) that I wish to add that I have not been able to register for due to the class being full are:

Course No.	Section	Title of Course to be Added	Time/Days	Professor

10. Explain, for each course you wish to add, the reason you want or need to add the course this semester.

11. If I am allowed to add the course(s) listed in Question 9, then the course(s) I would drop are as follows: (Note: If your override request is granted, you must drop enough credits that your credit hours for the semester do not exceed 15 (7 in summer). If your credit hours will exceed 15 (7 in summer), please go on to fill out the Credit Hours Overload section in Question 12-13 below.)

Course No.	Section	Title of Course to be Dropped	Time/Days	Professor

You will receive an email from the Registrar within ten (10) days with the status of your request.

Student signature: _____

Associate or Assistant Dean Decision: _____ Approved _____ Not approved

Comments, if any: _____

Associate or Assistant Dean signature: _____ Date: _____

Registrar's Office signature: _____ Date: _____

IF YOU ARE REQUESTING A **CREDIT HOURS OVERLOAD**, COMPLETE QUESTIONS 12-15.

12. I request to be registered for a total of _____ credits.

(Note: The normal limits are 15 credit hours in fall and spring and 7 hours in summer. Under ABA rules, no student may ever take more than 18 hours in the fall or spring or 9 hours in the summer.)

13. The courses I have already registered for are:

Course No.	Section	Title of Course	Time/Days	Professor	Number of Credits
TOTAL					

14. The courses I wish to add that will cause an overload are:

Course No.	Section	Title of Course to be Added	Time/Days	Professor	Number of Credits

15. The reason(s) for my request for a credit hours overload are:

Student signature: _____

Associate or Assistant Dean Decision: _____ Approved _____ Not approved

Comments, if any: _____

Associate or Assistant Dean signature: _____ Date: _____

Registrar's Office signature: _____ Date: _____

You will receive an email from the Registrar within ten (10) days with the status of your request.

CLASS SIZE OVERRIDE INSTRUCTIONS:

Once the regular registration process is complete, students who want to register for a class that is "full" will need to complete this course override form. We will not begin to review the forms until the Monday following the initial registration period, so there is no need to rush to get the form in first. Please do not request an override from the Professor teaching thee/a ss. He/she will be consulted by the Administration if the override is otherwise feasible. We will advise you of the status of your request as soon as possible. They will be granted on the basis of need and ability to satisfy the request, not on the basis of first come-first served. On the override form, you will need to provide the course(s) you want to take that you were unable to acquire because they were full at the time of your registration. You also need to provide what courses you would need to drop if you did acquire the new course(s), and an explanation of why you need the particular course(s) for which you were unable to register.

Please keep the following in mind:

- a. You should not rely on an override to acquire a class. So, if you can register for another (less convenient) section of a class, you should do so.
- b. Some course enrollments cannot be enlarged due to the fact that the class is already at the capacity of the room, or the class is taught in a format where the professor needs a distinct number of students (e.g., 8 teams of 2 students).
- c. Unless you were given special authorization, all students must register for at least 12 credits. If you do not register for at least 12 credits, your financial aid may be delayed. No student can register for more than 18 credits (note that credits for Moot Court, Mock Trial, and Independent Research count in the 18-credit limitation) in any fall or spring semester.
- d. J.D. students can take the LL.M. courses in Intercultural Human Rights as elective courses. Some of these courses may be of particular interest because of the topic and some may make for a more convenient schedule. To register for one of the LL.M. courses, J.D. students need to do so manually with a Drop/Add form and provide it to the Registrar. Note that if the LL.M. course conflicts with one class session of another class you can still take the LL.M. course but you would have to be willing to take the "absence" in the other class.