

**UNIVERSITY OF WISCONSIN - RIVER FALLS
POLICY AND PROCEDURES: APPLICATION FOR EXCESS LOAD**

POLICY:

UNDERGRADUATE:

Any sophomore, junior, or senior who desires to enroll for more than 18 semester hours or a freshman who desires to enroll for more than 17 semester hours must make an application for an excess load.

GRADUATE:

The normal load for full-time students is 8-15 credits during a semester and 4-9 during summer session (but no more than one credit per week without the Director's permission). You may exceed these maximums once during your graduate program if you:

- are not on academic probation;
- have successfully completed at least 16 graduate credits; and
- have filed written approval from your adviser with the Graduate Studies Office.

If you take undergraduate courses, each three undergraduate credits will count as two graduate credits in calculating your load. Graduate assistants must take at least eight credits and no more than twelve credits.

The unit of credit is the semester hour, which is given for the satisfactory completion of a subject pursued for one semester and having one class period or two laboratory periods per week.

PROCEDURES:

1. The Dean/Director of your college may require a copy of your academic record (transcript). Please obtain a copy and submit it with this form.
2. Complete the application for excess load.
3. Obtain your adviser's comments and signature.
4. Obtain the Dean's/Director's signature of your college:

Dean, College of Agriculture, Food and Environmental Sciences	210	Ag Sci.
Dean, College of Arts and Sciences	136	KFA
Dean, College of Education and Professional Studies	203	WEB
Dean, College of Business and Economics	124	SH
Director, Outreach and Graduate Studies	108	RDI
5. **It is the student's responsibility to submit the excess load form directly to the Registrar's Office, 105 North Hall, by the end of the first week of classes.**



APPLICATION FOR EXCESS LOAD

Instructions on other side

Term _____

Year _____

Name _____
Last First MI

Falcon I.D. W _____

- CURRICULUM: COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES COLLEGE OF ARTS AND SCIENCES
- COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES COLLEGE OF BUSINESS AND ECONOMICS
- GRADUATE STUDIES

MAJOR(S)/PROGRAM(S) _____ MINOR(S) _____

YEAR IN COLLEGE _____ TOTAL EARNED CREDITS _____

CUMULATIVE GRADE POINT AVG. _____ EXPECTED DATE OF GRADUATION _____

IF YOU HAVE ANY INCOMPLETES, EXPLAIN _____

FILL IN PROPOSED SCHEDULE BELOW AND INDICATE WITH AN ASTERISK (*) THE COURSES REQUESTED FOR EXCESS LOAD.

(IT IS THE STUDENT'S RESPONSIBILITY TO ADD THE COURSE THAT CONSTITUTES THE OVERLOAD.)

CLASS NO. (4-digit)	DEPT. NAME	CATALOG NO. (3-digit)	COURSE TITLE	CREDITS	INSTRUCTOR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL CREDITS _____

REASON FOR EXCESS LOAD _____

DATE _____ STUDENT'S SIGNATURE _____

ADVISER'S COMMENTS _____

DATE _____ ADVISER'S SIGNATURE _____

DATE _____ DEAN'S SIGNATURE _____