



HARVARD EXTENSION SCHOOL

Office of ALB Advising and Program Administration

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • www.extension.harvard.edu/undergraduate-degrees

Course Overload Petition

Undergraduate degree candidates who wish to enroll in more than 16 credits per semester during the Harvard Extension School academic year (fall and spring) need to complete this form. Only candidates with 3.33 or higher cumulative GPAs who have completed a minimum of 32 credits at the Harvard Extension and Harvard Summer Schools may apply. A maximum of 20 credits will be approved for an Extension School term. No overloads are approved for the January term.

Students who do not receive approval for a course overload run the risk of being automatically dropped from courses over the 16 credit limit. Please return this form to the Office of ALB Advising and Program Administration (alb@extension.harvard.edu) before you register.

Student Information

The semester of the course overload _____

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

HARVARD ID NUMBER (appears on your ID card)	DAYTIME PHONE NUMBER										
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E-MAIL ADDRESS

CUMULATIVE GPA (3.33 minimum)	TOTAL NUMBER OF HARVARD EXTENSION SCHOOL/HARVARD SUMMER SCHOOL CREDITS COMPLETED (32-credit minimum)

Employment status
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Number of hours per week _____

Have you been approved for a course overload in the past? Yes No

If so, during what semester(s)? _____

Course Information

Please list all the courses for which you want to register. Please include day, time, and place:

COURSE TITLE	DAY	TIME	ON CAMPUS/ONLINE

Continued on next page.

Please state your reasons for wanting to register for a course overload (please be specific; course overloads are not automatically approved):

Student's signature _____ Date _____

For Undergraduate Degree Programs Office use only
Approved by _____ Date _____
Mark Ouchida, Director of Undergraduate Advising, Undergraduate Degree Programs