

# CEO



# THE GRADUATE SCHOOL

## COURSE ENROLLMENT OVERLOAD AUTHORIZATION

**THE GRADSCHOOL PREFERS TYPED DOCUMENTS. ENTER (TYPE) INFORMATION IN FORM AND THEN PRINT DOCUMENT**  
(YOU MUST HAVE ADOBE ACROBAT STANDARD OR PROFESSIONAL TO SAVE DATA, ADOBE ACROBAT READER WILL ONLY ALLOW YOU TO PRINT)

Mail to:  
The Graduate School  
1705 College St, Suite 552  
Columbia, SC 29208  
Fax to:  
803-777-2972

1. Student fills in form.
2. Student prints completed form.
3. Student signs completed form.
4. Student has advisor and graduate director sign form.  
(Tip: you may sign and fax to next signatory)
5. Student/last signatory faxes/mails form to the Graduate School.

Last Name:  First Name:  M.I.  USC ID:

Street:  City:  State:  Zip:

School/College:  Major:

Term of Overload:  Year:  Total Hours Requested:

Course(s) Requested:	Department	Prefix	Number	Suffix	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Justification:

**Endorsements:**

Student's Signature: \_\_\_\_\_ Phone# \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Phone# \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Graduate Director: \_\_\_\_\_ Phone# \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR GRADUATE SCHOOL USE ONLY**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of the Graduate School

Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of the Graduate School

Reason:

## THE GRADUATE SCHOOL POLICY REGARDING MAXIMUM TERM ENROLLMENT:

The University of South Carolina is a member of the Council of Southern Graduate Schools which stipulates that no more than one credit per academic week should be awarded. As a member institution USC adheres to this policy for scheduling credits.

A course load includes audit credits as well as undergraduate enrollment by a graduate student in calculating the maximum load.

**Summer Terms:** A two course load (6 semester hours) is considered maximum for either the Summer I or Summer II term in accordance with the CSGS policy.

The exception to this policy which remains within the CSGS policy is for enrollment in a third course which lists a database session ending before the other two course enrollments begin (i.e., a course assigned to the Summer I (May Session) term, or a third course which lists a database session extending over virtually the entire summer (or longer). In other words, the third course cannot generally duplicate the Summer I or Summer II term.

**Fall/Spring Terms:** In a fall or spring semester, a 15 (fifteen) credit hour maximum course load is consistent with the CSGS policy. Some academic units have set a 12 (twelve) credit hour maximum. Any higher enrollment requires the recommendation of the Graduate Director or Chair of the unit for the Graduate School to authorize the maximum 15 (fifteen) credit hour load for students in those programs.

**Self-Service Carolina (SSC)** will not accept registration for more hours than the maximum limits set by the program. Requests for registration **overloads** (GS-54) must be made by the advisor and approved by the Graduate Director and the Dean of the Graduate School. An authorization must be entered into the computer by the Graduate School staff before a registration overload can be assigned.