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## **ASUB Standard Operating Procedure – 6004**

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### **Standard Operating Procedure Synopsis**

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Title: **REQUEST FOR COURSE OVERLOAD**

Approval Date: January 10, 2024

Revision Date, if applicable:

Review Date(s): December

Responsible Officer (RO): Vice Chancellor for Academics

Standard Operating Procedures Manager (PM): Vice Chancellor for Academics

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### **A. Purpose and Scope**

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At times, it is necessary to permit students at Arkansas State University-Beebe to enroll in courses that exceed the number of allowable credit hours as described in the student academic load policy found in the college catalog. The occasional course overload may help students maintain progress toward their degree programs when unusual circumstances arise. The student and their advisor will discuss the need for the course overload and provide justification by submitting the request for course overload form.

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### **B. Definitions**

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VCA – Vice Chancellor for Academics

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### **C. Procedures**

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When it is determined a student is a candidate for a course overload, the following applies:

1. A request for course overload form is to be completed and signed by the student's academic advisor.
2. The signed request for course overload form is submitted to the appropriate academic dean for review and signature.

3. If approved by the appropriate academic dean, the academic dean will submit to the VCA for review. If denied, the academic dean will discuss why the request was denied with the requesters.
4. If approved by the VCA or designated official, the signed form will be filed in the Office of Academics with copies forwarded to:
  - a. Requesting academic advisor
  - b. Requesting division's administrative specialist
  - c. Appropriate academic dean
  - d. Office of the Registrar
5. If denied, the VCA or designated official will forward a copy of the request for course overload with the reason for denial to the requesters.
6. Upon receipt of the approved request for course overload form, it is the responsibility of the requesting academic advisor to register the student in the appropriate courses.

The request for course overload form is located on the ASU-Beebe Vanguard Intranet under the faculty forms section.

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#### **D. Related Information**

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[ASU-Beebe College Catalog](#)

[Request for Overload Form](#)