

## Course Overload Guidelines

Full-time tuition entitles a student to register for 18 credit hours; credit hours over 18 (up to 20) are considered an overload. Students are charged a fee for each credit hour above 18. Students may use this form to apply for a waiver of the fee for up to two (2) credit hours above 18 credit hours.

Students who wish to register for up to 20 credit hours and are willing to pay the additional tuition charge should not use this form.

**The following CAS students may qualify for a course overload fee waiver:**

- a) **CAS students who have a minimum cumulative GPA of 3.3 or higher** who wish to register for up to 10 credit hours with no extra fee should apply by filling out this form and turning it in to CAS Student Records, CAS Room B3, no later than the end of the fourth week of classes. Students applying after the fourth week of classes will be required to pay the extra tuition for 2 credit hours. Fees are not waived for over 20 credits.
- b) **CAS seniors** (those who have completed 88 or more credits) do not need to apply for the fee waiver; it is granted automatically.

**Students may be denied overload approval if they are:**

- Enrolling in CAS for the first time
- On Academic Probation or in a warning status
- Using the semester to complete an "I" grade

All students, especially those in the preceding categories, should consult with an academic advisor before attempting to overload.

Students denied the course overload fee waiver may request a review of their criteria. To appeal a denial, a written request for review, an unofficial copy of a current Boston University transcript, and any other related documents should be submitted to the receptionist in the CAS Student Records Office, CAS Room B3.

# COLLEGE OF ARTS·AND·SCIENCES

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## Course Overload Fee Waiver Form

### Fee Waiver Procedure:

- 1) Read the instructions to verify your eligibility for an overload fee waiver. This form is to be used by CAS students only. **NOTE: the fee waiver applies only to 2 credits over 18; total credit enrollment allowed is 20 credits.**
- 2) Fill out this form completely.
- 3) Submit this form to CAS Student Records, Room CAS B3.

**NOTE: Fee waivers for the next semester are based on the results of your current coursework and thus cannot be keyed until all grades are recorded for this semester. If you enroll for more than 18 credits, you will be billed for the total number of credits until the end of the semester when fee waivers are keyed. Your options are: (1) wait until you have been approved for the fee waiver to add more credits, or (2) pay the charges for the extra credits and request a refund if/when you are awarded the fee waiver.**

Semester: \_\_\_\_\_

Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

ID: \_\_\_\_\_

Major Concentration Department: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

**Do not write below this line**

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Approved \_\_\_\_\_ Denied \_\_\_\_\_ CAS Official \_\_\_\_\_

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

PET \_\_\_\_\_ OUR \_\_\_\_\_ GPA \_\_\_\_\_ Credit Hours \_\_\_\_\_