**Student Overload of Hours Policy**

**19 hours:** Maximum hours allowed without special approval

**Requesting 20-21 credit hours:**
- Students must have a 3.0 GPA in the last 30 hours completed – the office of the Vice President for Academic and Student Affairs will verify.
- Students must complete the Student Overload Request Form found on the website: Student Overload Request Form. The request will then be forwarded to the student’s academic advisor for an advisor’s recommendation.
- The office of the Vice President for Academic and Student Affairs will grant approval based on all requirements met.
- If approved, maximum hours are increased and the student is notified via email of the decision. Notification to students will be sent within 48 hours of receipt of request.

**Requesting 22-24 credit hours:**
- Students must have a 3.0 GPA in the last 30 hours completed – the office of the Vice President for Academic and Student Affairs will verify.
- Students must complete the Student Overload Request Form found on the website: Student Overload Request Form. The request will then be forwarded to the student’s academic advisor for an advisor’s recommendation.
- The request will then be forwarded to the Academic Council for approval based on all requirements met.
- If approved, maximum hours are increased and the student is notified via email of the decision. Notification to students will be sent within 48 hours of receipt of request.

*Students may not register in more than 24 credit hours in a semester per Oklahoma State Regents for Higher Education Policy.*