



GRADUATE STUDENT REQUEST TO TAKE A COURSE OVERLOAD

With the approval of their director of graduate studies (DGS) and the associate dean for academic affairs, graduate students may enroll in more than 12.0 graded credits in a semester. The student should meet with the DGS to discuss his/her program of study and academic history to determine if a course overload is advisable. The student must complete the form below, obtain the signature of the DGS and submit the form to gradacademics@duke.edu or to the Graduate School, 2127 Campus Drive, no later than two business days before the conclusion of the drop/add period. If approved, the student's credit limit will be raised, and the student will be notified to add the course to his/her schedule in DukeHub before the end of the drop/add period.

Student Name: _____ Student ID: _____

Department: _____ Student Email Address: _____

The semester for which I am making this enrollment request is: _____

I wish to take this course toward a (check one): Master's degree Ph.D. degree

My current cumulative GPA is: _____

The courses I am currently enrolled in for the semester are (list course numbers, titles and credit values):

The course I wish to add as an overload is (include course number, title, and credit value):

Lab/Discussion Section Number (if applicable): _____

Brief explanation of the reason for the course overload:

Signature, Director of Graduate Studies

Signature, Associate Dean for Academic Affairs