



## 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 15.0 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](mailto:gradacademics@duke.edu), 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 **by email** 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 am enrolled at Duke as a (check one):      Master's student      Ph.D. student

My current cumulative GPA is: \_\_\_\_\_

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

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

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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