

Request for Overload (OVPBSC)

(To be accomplished with the guidance of the Academic Head or Enrolling Officer)

Reminder: This request form is for request of additional units beyond the maximum allowable based on curriculum. Please attach the following documents:

- 1. Fully accomplished Application for Change of Enrollment (ACE) form (Adding for ADDING of Subject and Changing for changing of one subject to another]
- 2. Certificate of Registration for the current semester.

Academic Year: _____

Semester: ☐ 1st Semester ☐ 2nd Semester

Important Reminder:

No undergraduate student shall be allowed to take more than the number of units in each semester as specified in his/her curriculum except for:

- ✓ **GRADUATING** (student is completing all academic requirements during the term/semester) or
- ✓ **ACADEMICALLY OUTSTANDING STUDENT** (with a General Weighted Average of 1.75) as certified by the Academic Head and approved by the VPAA. A maximum of additional nine (9) units may be given to them.
- ✓ **TRANSFEREE/SHIFTEE** who is in good standing (no failing in grade in the previous semester) shall be allowed to take a maximum of six (6) additional units:

Personal Information

Name: _____
Student No: _____
Course: _____
Curriculum Year: _____
Year Level: _____

Reason for Overloading:
☐ Graduating this semester
☐ Academically outstanding
☐ with back subjects

Academic Standing

Previous Semester (If current semester is 1st then previous semester is 2nd semester and vice versa; summer is not included)
_____ units: Number of units enrolled in the previous semester
_____ units: Number of units with Passing Grade in the previous semester

Current Semester

Academic Status in the SIS (Check your current academic status)

- ☐ Regular ☐ Regular (Warning) ☐ Warning ☐ Probationary ☐ Dismissed ☐ Disqualified ☐ Returnee
- _____ units: Number of maximum allowed units to enroll based on your Curriculum, Year level and Semester
- _____ units: number of units allowed to enroll based on your SIS student account
- _____ units: Number of units officially enrolled on your SIS student account

Overload Subject/s

(load beyond the maximum number of units allowed)

Subject Code	Subject Description	Course, Year and Section of the Subject	No. of Units	No. of Hours

Signature over Printed Name

For Branch/Campus Use

We certify that we have properly evaluated the curriculum and the grades of the student. We further certify that the request is in accordance with the policy on overload subject. The student is

- ☐ Graduating
- ☐ Not yet Graduating

Evaluated by: _____

Recommended by: _____

Head, Academic Programs
(Signature over Printed name)

Director
(Signature over Printed name)

Approved by: _____

Processed by: _____ Units added: _____

VICE PRESIDENT FOR BRANCHES AND SATELLITE CAMPUSES

ICTO Staff (Signature over Printed Name and Date)