College of Business & Technology
Procedure for Overload Approvals
(Updated 9/11/2014)

If student has an overall GPA greater than or equal to a 3.0 overall GPA:

- Department chair emails schedule.reg@eku.edu the following student information – name, ID, term to be applied, and total hours requested.
- Department chair copies Associate Deans’ Offices (Sonia—CB&T’s School of Applied Arts & Technology and Teresa—CB&T’s School of Business) on email.

If student has less than a 3.0 overall GPA and the overload is supported by the Department Chair:

- AETM, AGRI, COMM & MLSL student must submit college Exception form requesting approval from the Associate Dean of CB&T’s School of Applied Arts & Technology.
- AFIS & MMIB student must submit College Exception form requesting approval from the Associate Dean of CB&T’s School of Business
- If approved by the Associate Dean, the request will be forwarded to Registrar’s Office.

If a student is a General Studies major, the CB&T Advising Office will send a request to the appropriate Associate Dean’s Office for approval. If approved, the request will be forwarded to the Registrar’s Office.

If a student is assigned to the CB&T Advising Office and has at least a 3.0 GPA, email overload request to the appropriate Associate Dean’s Office for final approval.

If a student is assigned to the CB&T Advising Office and has less than a 3.0 GPA, student must complete a request using the College Exception form if it is supported by CB&T Advising. The exception must receive approval from the appropriate Associate Dean’s Office.

*Sonia or Teresa will forward copies of all overload requests (approved or denied—exceptions) to the CB&T Advising Office. (S&T will also maintain databases for tracking purposes.)*