



University of Connecticut School of Law  
 Office of the Assistant Dean  
 55 Elizabeth Street  
 Hartford, CT 06105  
 860/570-5130  
 860/570-5128 (fax)

**Overload/Underload Request Form**

This form must be completed **in its entirety** and signed before it is entered on a student's record. Selected guidelines governing credit load requirements and restrictions are listed on this form. Additional information may be found in the student handbook.

**PLEASE PRINT:**

\_\_\_\_\_  
 Last Name                  First                  Middle

\_\_\_\_\_  
 Current Year/Division

\_\_\_\_\_  
 Student Signature - **REQUIRED**

\_\_\_\_\_  
 Student Admin ID Number

**SEMESTER:**

**YEAR:**

**LOAD REQUESTED**

**CURRENT QUINTILE:**

\_\_\_\_ Fall  
 \_\_\_\_ Spring  
 \_\_\_\_ June Term  
 \_\_\_\_ July Term

\_\_\_\_\_

\_\_\_\_ Underload  
 \_\_\_\_ Overload

\_\_\_\_ 1st  
 \_\_\_\_ 2nd  
 \_\_\_\_ 3rd  
 \_\_\_\_ 4th  
 \_\_\_\_\_ 5th

Course Title

Instructor

# of Credits

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL CREDITS: \_\_\_\_\_

**REASON FOR REQUEST:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE SEE REVERSE FOR GUIDELINES GOVERNING CREDIT LOAD LIMITS AND RESTRICTIONS**

**ASSOCIATE DEAN APPROVAL:** The office of the Associate Dean for Finance and Administration can only approve overload requests for students in the top three quintiles. Students in the 4<sup>th</sup> or 5<sup>th</sup> quintiles must obtain the permission of the Associate Dean for Academic Affairs.

\_\_\_\_ Approved  
 \_\_\_\_ Denied

\_\_\_\_\_  
 Signature of Associate Dean For Finance and Administration

\_\_\_\_ Approved  
 \_\_\_\_ Denied

\_\_\_\_\_  
 Signature of Associate Dean For Academic Affairs

**For Office Use Only:**

\_\_\_\_\_  
 Processor's Initials

\_\_\_\_\_  
 Date Received

\_\_\_\_\_  
 Date Processed

## Academic Credit Load Guidelines

### FALL OR SPRING SEMESTER

	3 Year Program Students	4 Year Program Students
<b>Maximum Number of Credits Permitted during a Fall or Spring Semester</b>	16 at the Time of Registration 19 through Add/Drop	11 at the Time of Registration 14 at Add/Drop
<b>Overload</b>	17 Credits	12 Credits
<b>Underload</b>	11 Credits and Under	7 Credits and Under

### SUMMER SEMESTER

	3 Year Program Students	4 Year Program Students
<b>Maximum Number of Credits Permitted during a single Summer session</b>	7 Credits	7 Credits
<b>Maximum Number of Credits Permitted during the Summer Term (June and July sessions combined)</b>	10 Credits	10 Credits
<b>Overload</b>	11 Credits and Greater	11 Credits and Greater
<b>Underload</b>	Not Applicable	Not Applicable

The ABA Rules stipulate: "A student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than 12 class hours". This means students working more than 20 hours per week are not permitted to take more than 12 credits in any semester. The law school presumes that part time students will work more than 20 hours per week; that presumption underlies the limit of overload credits for part time students. Students who are enrolled part time and work less than 20 hours per week can requests overloads under the full time limits, however, they must make their work situation clear in the Reasons For Overload/ Underload Section of the request form.

Additionally, the ABA has stated: A law school shall not permit a student to be enrolled at any time in coursework that, if successfully completed, would exceed 20 percent of the total coursework required by that school for graduation. As the University of Connecticut School of Law requires 86 credits for graduation, **students are not permitted to be enrolled in coursework in any semester exceeding 17 credits.**

As credit overload, and in fact any deviation from the prescribed curriculum, is not under most circumstances permitted by first year students, requests of this nature by first year students will not be granted. Only exceptions for underload requests and requests under ADA Accommodation guidelines will be considered by the Associate Dean for Finance and Administration.