

ADAMSON UNIVERSITY

Office of the Registrar

REQUEST FOR OVERLOAD/OVERLAB/SIMULTANEOUS

REQUEST FOR STUDY: () OVERLOAD
 () OVERLAB
 () SIMULTANEOUS LOAD

Name of Student : _____ Student No : _____
 Course : _____ Curriculum Used: _____
 Status (Please check one) : Full-time _____ Working _____
 Average Rating : _____
 No. of Incomplete Grades : _____ No. of No Grades : _____
 No. of Failures (5's) : _____ Equivalent Failed Units: _____
 No. of Semestral terms attended : _____
 Total No. of Units Required for the Course : _____ Total Units Earned : _____
 Required number of units for the Current Semester from the approved Curriculum : _____
 Does the course require board examination? Yes _____ No _____
 Is there a violation of subject pre-requisite? Yes _____ No _____
 Percentage of academic deficiencies : _____

LOAD REQUESTED FOR APPROVAL : _____ Semester S.Y. : _____

Year & Sem.	Subject	Units	Hours	Time	Days
Total :					

SUMMER LOAD (If summer graduate)

Subject	Units
Total Units :	

Expected Date of Graduation : _____

I certify that the data mentioned above are true and correct.

STUDENT's signature & printed name
 Student No. : _____

Approved
 The number of units / hours for Overload / overlab / simultaneous

Disapproved
 It is understood that only the allowed Number of units / hours without overload Overlab / simultaneous should be taken

Recommended by: _____
 Chairperson

 Dean
 Approved by: _____
 Registrar

- Requirements:**
- > Application letter for overload / overlab/simultaneous
 - > Attach latest copy of *Automated Evaluation of Students Academic Records (AESAR)* from the Registrar's Office
 - > 4 pcs. 2x2 picture (white background)

Copy for:
 Registrar's Office
 College Department
 Dean's Office
 Student

Simultaneous Load Permit shall be granted to a graduating student who is on his/her terminal year to take pre-requisite course and succeeding course provided the request is recommended by the Department Chairperson/Dean and approved by the Registrar. However, if a student passes the PREREQUISITE COURSE, but fails the REQUISITE COURSE; then the grade in the prerequisite course will be encoded. On the other hand, if a student fails the PREREQUISITE course, then the REQUISITE COURSE is considered failed.