

Overload Request Form

Faculty of Applied Science and Engineering – Department of Mechanical and Industrial Engineering
The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

**Please submit this form to the MIE Undergraduate Office (drop-off: MC 109 or email: undergrad@mie.utoronto.ca) by the following deadlines for consideration:
 FALL SESSION (F) – September 27, 2015 | WINTER SESSION (S) – January 24, 2016**

Students that wish to take extra courses in addition to a full course load (to fulfill a minor for example), must obtain formal approval from the MIE Undergraduate Office using this form ONLY. If you are a full-time student, overloading does not increase your tuition fees.

Overloading involves increased workload. It is important to manage the course load appropriately. Please also note that in general, **a student wishing to overload must have obtained an overall 75% average or above in the previous academic semester.** If you have failed a course and must overload in order to graduate on time, this requirement may be waived

DISCLAIMER: This is NOT a course add form. Submitting this form does not guarantee your admission into your overloaded course of interest. For many engineering minor courses and HSS/CS electives, you will be able to add them yourself on the course selection days. If you are unable to add the course yourself, please indicate beside the course information below. **It is good practice to try and add the course yourself before requesting permission to overload.** Please note that The MIE Undergraduate Office cannot add you to courses that are not administered by our department.

NAME (LAST, FIRST): _____

EMAIL: _____

STUDENT NUMBER: _____ **PHONE NUMBER:** _____

PROGRAM: INDUSTRIAL MECHANICAL

YEAR OF STUDY: 2ND 3RD 4TH **SESSION:** FALL WINTER SUMMER

I AM REQUESTING PERMISSION TO OVERLOAD WITH THE FOLLOWING COURSE

Course Information:				Reason for Request:			
Course Code (e.g. MIE231H1F)	Lecture Section (e.g. L0101)	Lab Section (e.g. P0105)	Tutorial Section (e.g. T0104)	Failed	Personal Interest	Pursuing a Minor	Other Please Describe
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Other: _____

Does this course conflict with any courses that you are currently enrolled in? YES NO
 Were you able to add this course yourself on ROSI? YES NO

STUDENT SIGNATURE: _____ **DATE:** _____

AUTHORIZED BY: _____ **DATE:** _____

If your request is approved, but you find you are experiencing academic difficulties during the term, you are encouraged to drop the overloaded course before the course drop deadline (no formal approval needed) or contact the MIE Undergraduate Office for academic advising.

Courses you are overloading with is beyond your degree requirements (e.g. an extra HSS/CS elective out of interest), you have to indicate as extra (EXT). EXT courses are not factored into your GPA. To indicate a course as EXT, please complete the EXT Request Form before the drop course deadline.

Internal Use Only

Academic Status: _____

% Average: _____ Student has been notified _____

Notes: _____

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