

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 18, 2019 | WINTER SESSION (S) – January 19, 2020

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.

FIRST NAME: _____ LAST NAME: _____

EMAIL: _____ PHONE NUMBER: _____

STUDENT NUMBER: _____ PROGRAM: Mechanical Industrial

YEAR OF STUDY: 2nd 3rd 4th SESSION: Fall Winter Summer

I AM REQUESTING PERMISSION TO OVERLOAD WITH THE FOLLOWING COURSE:

Course Code
(eg. MIE231H11F)

New Lecture Section
(eg. L0101)

New Lab Section
(eg. P0101)

New Tutorial Section
(eg. T0101)

Reason for Request (Check all that apply):

Failed Part-Time Student Transfer Credit Other (describe below)

Does this course conflict with any courses that you are currently enrolled in? Yes No

Were you able to add this course yourself on ACORN? Yes No

Student Signature: _____

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.

If you are overloading with a course that is beyond your degree requirements (e.g. an extra HSS/CS elective out of interest), you have to indicate it 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.

For Internal Use Only Academic Status: _____ % Average: _____ Student has been Notified

Authorized By:

Date:

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If you have any questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office; room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, On M5S 1A1, Tel: 416-946-5835