

# 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](mailto:undergrad@mie.utoronto.ca)) by the following deadlines for consideration:

FALL & FULL YEAR SESSION (F & Y) – September 22, 2021 | WINTER SESSION (S) – January 23, 2022

**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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you able to add this course yourself on ACORN? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

<b>For Internal Use Only</b>	Academic Status: _____	% Average: _____	<input type="checkbox"/> Student has been Notified
<b>Authorized By:</b>		<b>Date:</b>	

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