

Overload in a Trimester request

Faculty of Science, Engineering and Built Environment



Student to complete:

| | | | |
|------------------------|--|-----------|--|
| Student ID | | | |
| Student Name | | | |
| Course code | | | |
| Course name | | | |
| Year | | Trimester | |
| Units already enrolled | | | |
| Fifth unit requested | | | |

| |
|------------------------|
| Reason for application |
|------------------------|

Student Declaration:

- I understand that to be considered for an overload of units I must have an average weighted mark of 70 or higher in the trimester prior to me applying.
- I understand that enrolling in more than four credit points per semester is more than is recommended by the Faculty and this request has been discussed with the relevant course adviser.
- I understand that in undertaking more than four units per semester, I am not able to request extensions or special consideration on the grounds of workload.
- I have referred to the Trimester dates in the Handbook and am aware of the dates relating to withdrawal of units and any related financial or academic penalties.
- I am aware that by overloading my enrolment my study time will increase and the extra workload may impact my results and WAM.

Signature: _____ Date: _____

Course Advisor to complete

| | | | | |
|--------------------------|--|-------|--|-----|
| Course Commencement Date | | | | |
| Cr Pts completed | | Fails | | WAM |
| Course Advisor comments | | | | |

Academic History Attached

Course Map attached

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SSSG Coordinator name: _____

I approve to allow student to overload Yes No

Date:

Reason:

Process

1. Student to apply by using this form
2. Student lodges application at Student and Staff Support campus office
3. Course Advisor checks details and completes Course Advisor section
4. Course Advisor forwards application to SSSG Coordinator
5. SSSG Coordinator completes form and returns to Course Advisor
6. Course Advisor emails student:
 - a. of outcome and any conditions
 - b. requests student's agreement to conditions (if applicable)
 - c. request student's agreement to enrol in fifth unit
7. Once student agrees to the above, Course Advisor complete AE&R template and forward to DSA with student email
8. Course Advisor to Trim all documents.