

OVERLOAD

No undergraduate student shall be allowed to take more than 18 non-laboratory units or 21 units including laboratory work; Provided, however, that a graduating student with an academic record better than average may be permitted to carry a heavier load in the last year of his course; Provided, further, that this rule shall not affect or alter any existing course duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units. [Art 340, UP Code 1975]

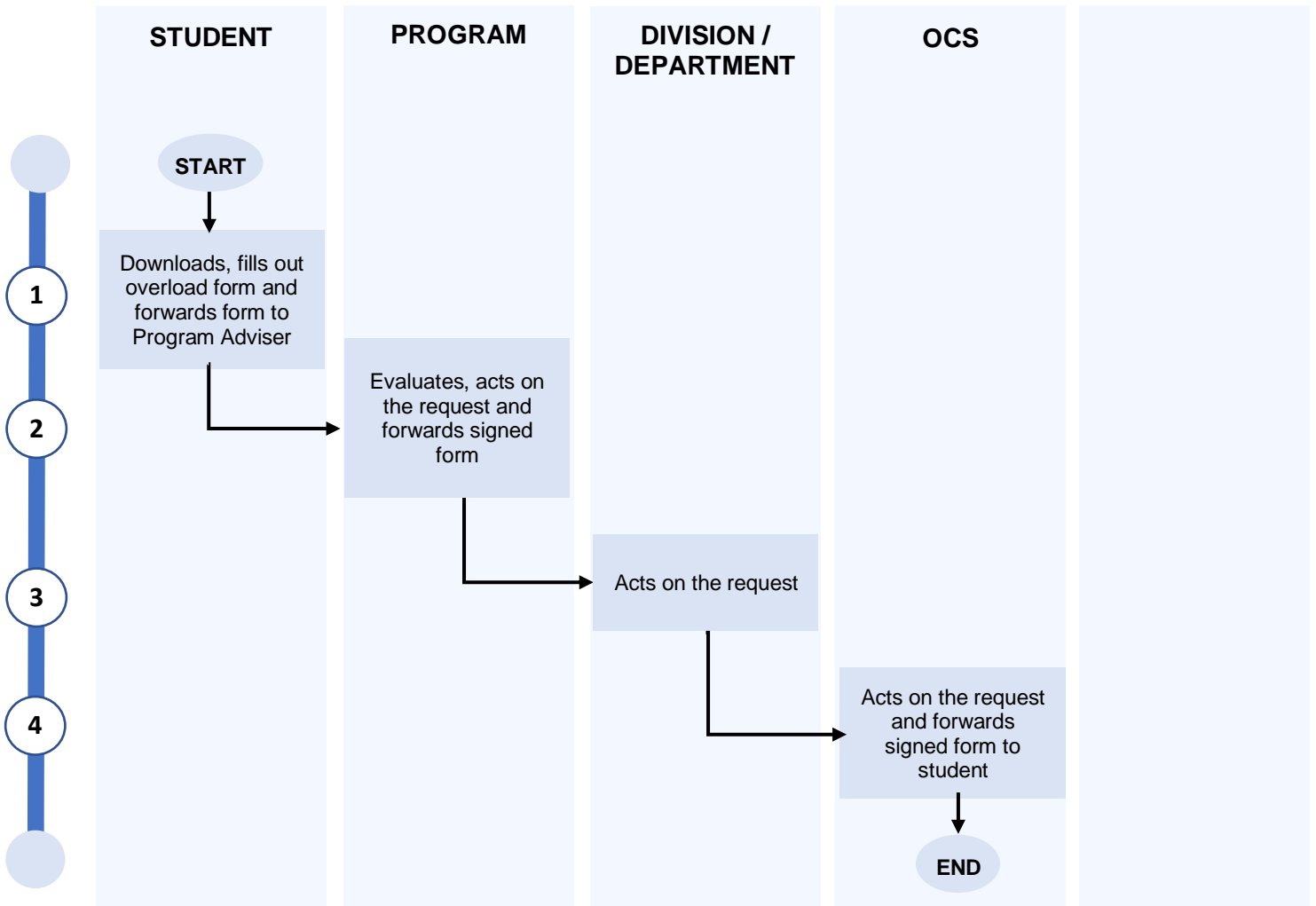
In the summer term, the normal load shall be six units, but in justifiable cases, the Dean may allow a student to take 9 units. [Art 341, UP Code 1975] See Figure 1 for request for overload flowchart.

NOTES:

1. *A standard form shall be used by all OCS in the application of overload.*
2. *The approval to overload shall only consider students under the following conditions:*
 - a. *Students who are graduating, transferees, or shiftees within the academic year.*
 - b. *The student is in good standing with no grades below 3.0 and INC.*
3. *Program advisers should discourage the practice of students hoping to graduate with honors to overload and then drop courses later if they feel that they will not be getting high grades.*
4. *During the summer term, a graduating student with only 9 units remaining may be allowed to take all the 9 units.*
5. *If a student's academic load in a semester is less than 15 units or less than the normal academic load prescribed by the curriculum, he/she is said to be underloaded. This may affect his/her chances of graduating with honors, even if his/her grades qualify him/her for such. Thus, program advisers should make sure that the student understands this consequence of underloading.*
6. *If a student has only 15 units remaining in his/her curriculum, but one of the courses equivalent to 3 units is offered only the following semester, he/she must then enroll in all the remaining 12 units during the current semester, as required of him/her. In this case, his/her chances for graduating with honors shall not be jeopardized.*
7. *It is the responsibility of the program adviser/ College Secretary to explain to the student the consequences of underloading.*
8. *In UPV, Tacloban only graduating students are allowed to apply for overload*



Overload





UNIVERSITY OF THE PHILIPPINES VISAYAS



APPLICATION FOR STUDENT OVERLOAD

_____ Semester/Term, AY _____ - _____

_____ Date

Student Number: _____ E-mail: _____ Contact No.: _____
 Name: _____ Degree Program: _____ College: _____
 Reason/s for request:

Subjects to be taken:

_____ Sem., AY _____		Scholastic Standing: _____
Subjects	Units	
		Remarks:
TOTAL		
Less: Regular Load for the semester		
Overload:		

_____ Signature Over Printed Name

Evaluated by:

_____ Program Adviser

Recommending **Approval / Disapproval**

APPROVED / DISAPPROVED

_____ Department/Division Chair

_____ For the Dean