

OVERLOAD COURSE APPLICATION

Students are permitted to [overload](#) a course (enroll in one additional course above the normal course load per term) provided they have a **3.2 GPA** and there is space available in the course.

An overload may also be considered an [EXtra Course](#). Students will only be permitted to either overload or take an extra course once per term. Students are not permitted to overload a condensed format course that overlaps with an existing condensed format course, or during the Summer/Fall/Winter intensive periods.

IMPORTANT: If an overload course accelerates the completion of your program requirements, you will be put forward for graduation immediately following the term in which those requirements have been met; see [Implications for Early Finishers](#) for details.

Normal Elective Course Load Per Term:

- **Full-Time MBA** (including combined programs): 5 elective courses per term, see [FTMBA curriculum](#) for full details
 - Students cannot overload in Term 4 or during their Internship (FIP) term.
- **Morning/Evening MBA:** 3 elective courses per term, see [MEMBA curriculum](#) for full details

Processing Sequence:

Students must discuss the implications of overloading with their Assistant Director. If the requested course has space and the GPA requirement is met, the overload application will be forwarded to the Registrar's Office for approval.

Last Name: _____ First Name: _____

Student Number: _____ Preferred Name: _____

Program: Full-Time MBA Morning/Evening MBA Other (incl. combined programs): _____

Term Applying for: Fall (Sept-Dec) Spring (Jan-Apr) Summer (May-Aug)

Pref. No.	Course Code & Section (i.e.: RSM2306HF.2024 0101)	Course Name (i.e.: Options & Future Markets)
1		
2		

Rationale:

Provide any information or context that would be helpful in understanding how overloading supports your MBA journey:

Application Deadline & Approval:

Overload requests must be submitted to RO@rotman.utoronto.ca before the [Add/Drop deadline](#) of the given term. Applications will be reviewed (in order of date received) on the final date of the Add/Drop period, if there is space in the course and no waitlist. Formal approval will be communicated via email. Please read and initial each point below.

- 1) I confirm that I have read and understand the policy, implications and procedures to overload a course.
- 2) I confirm that I have an overall GPA of 3.2 or higher.
- 3) I acknowledge that in overloading, I take responsibility for managing the workload to be successful in all courses and academic responsibilities. Academic Accommodations will not be considered.

Student Signature: _____

Date: _____



UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

For overload requests only

Add/Drop Course(s)

A student wishing to add or drop course(s) **before** the SGS deadline may use the [Student Web Service](#) (ROSI) or consult with the [graduate unit](#) offering the course. If **after** the SGS deadline, you must complete this form and submit to your graduate unit for SGS approval. Check the [SGS Calendar](#) for deadlines to add and/or drop courses.

Section 1: Student Information (To be completed by the student).

Last Name:		First Name(s):		Student Number:	
Degree:				Session:	
Graduate Unit:		Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
U of T Email:					

Section 1.a: I apply to ADD the following courses/activities to my current program.

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session
		CRedit		
		CRedit		

Section 1.b: I apply to DROP the following courses/activities from my current program.

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

Check here if you are requesting an appeal for a final grade of 'withdrawn without academic penalty' (WDR). WDR is assigned by SGS upon approval of a student's petition to the graduate unit for late withdrawal from a course for compelling extenuating circumstances. To initiate the process, a student must submit a letter of rationale with supporting documentation (e.g. medical certificate) to the graduate unit offering the course who will consider the appeal and if approved will forward the appeal to SGS for review. A WDR carries no credit for the course and is not considered for averaging purposes.

Check here if you are dropping all your courses, a [Program Withdrawal](#) form must be completed and attached with this form for SGS approval.

Section 2: Signatures (To be completed by the student and the graduate unit and, if applicable, the host graduate unit).

Student's Signature:		Date:
Instructor's Signature:	Graduate Unit:	Date:
Supervisor's Signature (if applicable):		Date:
Chair/Graduate Coordinator's Signature:		Date:
Host Instructor's Signature: (Inter-graduate unit add/drop courses)	Graduate Unit:	Date:
Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)		Date:
Courses added on ROSI by host Graduate Administrator: Yes <input type="checkbox"/> (Inter-graduate unit add courses before the SGS deadline)		Date:

Section 3: Vice-Dean, Students, School of Graduate Studies Approval.

Request to Add/Drop Course(s):	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:		Date: