

## OVERLOAD COURSE APPLICATION FOR ME MBA

Students are permitted to overload a course (take more than the normal course load per term) provided they have a 3.0 GPA and there is space available in the course. An Overload may also be considered an Extra Course. Students will only be permitted to overload or take an extra course once per term.

### Normal Course Load Per Term:

- **Morning and Evening MBA:** 3 courses/term

**IMPORTANT:** As per SGS policy, 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; further registration will not be permitted.

### IMPLICATIONS OF EARLY PROGRAM COMPLETION:

- Students who have not paid the total academic fees for their program will be required to pay the outstanding balance known as **Balance of Degree Fee (BOD)**.
- **OSAP and other student loans (including PSLP):** future instalments and repayment dates will be affected.
- Access to UofT and Rotman resources: these will be adjusted to reflect your registration status.
- Health insurance coverage: coverage will end for those without registration

**Students are encouraged to discuss the implications of overloading and/or completing their program requirements early with their Associate Director.**

**Processing Sequence:** Students who wish to overload must complete and submit this form to the RO prior to the Rotman Add/Drop deadline for each term. Overload requests are not permitted during the Winter/Summer Intensive terms if a student is already enrolled in the maximum of 2 WiT or SiT courses.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Student Number: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

**Program:** ☐ Morning MBA ☐ Evening MBA

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

Pref. No.	Course Code & Section (i.e. RSM2306 Sec. 0105)	Course Name (i.e. Options and Future Markets)	Alternate Section
1			
2			

### Application Deadline & Approval

The deadline for students to submit the completed application is the same as the Rotman Add/Drop deadline of that given term. Applications will be reviewed (in order of date received) on the final date of the Add/Drop period, provided that there is space in the course and no waitlist. Formal approval will be communicated via e-mail and Quercus course page access will be granted. If you have any questions, please speak with your Associate Director regarding your academic plans before submitting an overload request.

**By signing this form, I confirm that I have read and understand the policy, implications, and procedures to overload a course. I confirm that I have obtained a minimum B average/3.0 GPA.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Freedom of Information and Protection of Privacy Act: <https://www.acorn.utoronto.ca/acorn/fippa/>