

## Course Overload Process

The Milgard School of Business will not consider overload requests for undergraduate courses until a week before the start of the quarter. Students seeking to overload a course should:

1. Sign up for seat availability notifications through the [time schedule](#) (click on the hyperlink of the SLN to find the seat availability notification).
2. Consult with a [business school advisor](#) to determine other schedule options.

Overload requests will only be granted if the student has email permission from the faculty member and after business school advising staff have been consulted.

## Internal Milgard Process

1. Students will be advised to sign up for seat availability notifications.
2. Faculty will be informed overload requests from students should not happen until a week before the start of the quarter.
3. If student emails faculty asking for an overload before the approved time period, they should be informed of the timeline and told to subscribe to seat availability notification.
4. Faculty should consult with business school advisors on overload requests from students.
5. If faculty approves overload without consulting an advisor, it is possible permission may be denied by the advising team. Situations resulting in a potential deny of overload include: student not meeting course prerequisite(s), not meeting class standing criteria, student being in premajor status, advisor knowledge that student indeed has options, etc.

## Rationale

1. A transparent process for overloads offers clarity for the students and increases fairness.
2. A transparent process makes it easier for faculty to say no to a student's request and offers the student the opportunity to identify a new plan--which in most cases does exist.
3. Overloading of classes can lead to cannibalization of other courses.

## Guidance

1. PTLs and new faculty, especially in first year, should not offer overloads.
2. 10% of course cap should be maximum, except in very exceptional circumstances.
3. All faculty can say no to course overloads at any time.