

Overload Request Form

Faculty of Applied Science and Engineering – Department of Mechanical and Industrial Engineering
The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

Please email this form to the MIE Undergraduate Office (undergrad@mie.utoronto.ca) by the following deadlines for consideration:

FALL & FULL YEAR SESSION (F & Y) – September 16, 2024 | WINTER SESSION (S) – January 17, 2025

Students who intend to enroll in a course load exceeding 2.5 credits per semester are required to secure formal approval from the MIE Undergraduate Office using this form **ONLY**. Courses marked as EXT/extra are taken into account when determining your overall course load and eligibility to overload. If you are a full-time student, overloading does not increase your tuition fees.

Overloading involves increased workload. It is important to manage the course load appropriately. A student wishing to overload must meet a **minimum CGPA of 2.7 or above**. If a student has failed a course required for their degree and must overload in order to graduate on time, this requirement may be waived. Students who have **two or more** courses with pending grades/notations (such as SDF, INC, GWR, etc.) are not eligible to submit an overload form until grades are available for those courses.

DISCLAIMER: This is NOT a course add form. Submitting this form does not guarantee enrollment into your overloaded course of interest. For many engineering minor courses and CS/HSS electives, you will be able to add them yourself on the course selection days. If you are unable to add the course yourself, please indicate beside the course information below. **It is good practice to try and add the course yourself before requesting permission to overload.** Please note that The MIE Undergraduate Office cannot add you to courses that are not administered by our department.

FIRST NAME: _____ LAST NAME: _____

EMAIL: _____ PHONE NUMBER: _____

STUDENT NUMBER: _____ PROGRAM: ☐ Mechanical ☐ Industrial

YEAR OF STUDY: ☐ 2nd ☐ 3rd ☐ 4th SESSION: ☐ Fall ☐ Winter ☐ Summer

I AM REQUESTING PERMISSION TO OVERLOAD WITH THE FOLLOWING COURSE:

Course Code (eg. MIE123H1F)

Reason for Request (Check all that apply):

☐ Failed ☐ Part-Time Student ☐ Transfer Credit ☐ Other (describe below)

Does this course conflict with any courses that you are currently enrolled in? ☐ Yes ☐ No	
Were you able to add this course yourself on ACORN? ☐ Yes ☐ No	

Student Signature: _____ Date: _____

If your request is approved, but you find you are experiencing academic difficulties during the term, you are encouraged to drop the overloaded course before the course drop deadline (no formal approval needed) or contact the MIE Undergraduate Office for academic advising. If you are overloading with a course that is beyond your degree requirements (e.g. an extra HSS/CS elective out of interest), you have to indicate it as extra (EXT). EXT courses are not factored into your GPA. To indicate a course as EXT, please complete the EXT Request Form before the course drop deadline.

For Internal Use Only	Academic Status: _____	CGPA: _____	☐ Student has been Notified
	Authorized By: _____	Date: _____	

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If you have any questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office; room 201, McMurich Bldg., 12 Queen's Park Crescent, Toronto, On M5S 1A1, Tel: 416-946-5835