

**COURSE OVERLOAD**

**WESTFIELD STATE UNIVERSITY  
OFFICE OF THE REGISTRAR**

**INSTRUCTOR AUTHORIZATION TO OVERLOAD CLASS LIMITS**

FALL     SPRING    Year: \_\_\_\_\_

**INSTRUCTIONS:** for day division students to register into a full class, the student must secure the required signature(s) and present the completed form in Parenzo 107 during Add/drop.

**STUDENT NAME:** \_\_\_\_\_ **CWID: A** \_\_\_\_\_

CRN:	COURSE PREFIX:	COURSE NUMBER:	COURSE SECTION:
COURSE TITLE		INSTRUCTOR NAME (PRINTED)	

As the faculty of record for this course, I understand that my signature and the department chairperson's signature (if required) will allow the above listed student to be added to my closed class.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT CHAIRPERSON**

The ENGL, EDUC, and MOVP department's also require the Chair's signature.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AND MUST BE SUBMITTED BEFORE 4:30 P.M. ON THE LAST DAY OF ADD/DROP.**

*Processed by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Rev. 01/2013*