OBERLIN COLLEGE CONSERVATORY OF MUSIC

COURSE OVER-UNDERLOAD PERMISSION FORM

Loads under 16 or over 24 hours per semester
(Turn Form In To Bibbins 113 – Conservatory Main Office)

Student Name: ________________________________

☐ BM  ☐ DD  ☐ MM  ☐ PDIP  ☐ ADIP

Student ID - T #: ________________________________

Instrument(s): ________________________________

The student is requesting a total of (Enter Total:) ____________ credits for ☐ Fall  ☐ Spring  (Year:)

I have approved your schedule based on the understanding that you have discussed this with your advisor and they have approved this over/underload. You (the student) will be billed for the number of approved hours indicated on this form (if applicable). This approval is granted for only one semester.

In the Conservatory of Music, the basic annual tuition charge includes schedules of 16 to 24 credits each semester.

EXCEPTIONS:
*Double Degree students: up to 26 credits without additional charge and without permission. (This form is unnecessary.)
*Double Major students on two instruments: up to 28 credits w/o additional charge but with Associate Dean’s Permission.
*Bachelor of Music students: two semesters of up to 26 credits w/o additional charge but with Associate Dean’s permission.

For schedules with more than 24 credits: If your situation is not described as an exception, there may be an additional charge* for each credit over 24 credits. *Tuition is charged for courses in which a student is officially registered, regardless of attendance. In other words, you pay for all courses in which you receive an F, W, or NP, even if you neglected to officially drop the course before the add/drop deadline. **($1,365.00 per credit 2018-2019)

For schedules less than 16 credits: A special fee* is charged per registered credit. Additionally, students requesting an underload should consult with the Office of Financial Aid regarding tuition and part-time status. **($2,266.00 per credit 2018-2019)

☐ Record your anticipated schedule—including total courses & credits, and sign the back of this form.

★ For International Students under 16 credit hours: International Dean Signature Required.

______________________________
International Associate Dean, Signature

______________________________
Date

The Course Underload is permitted because the student is a second-semester senior needing fewer than 16 credits to graduate.

The Bachelor of Music student wishes to take more courses and is using their ☐ 1st  ☐ 2nd overload option. (The student has demonstrated the ability to carry a heavy schedule and has secured the approval of the advisor.) Approved students are awarded up to 26 credits for a maximum of two semesters without additional fees. (There will be an additional charge* for each credit over 26 credits.)

The Double Major student is taking primary lessons on two instruments and needs the overload to complete the degree/major in a minimum number of semesters. Approved students are awarded up to 28 credits at the full-time rate without additional fees. (There will be an additional charge* for each credit over 28 credits.)

Principal Private Study Major and/or Instrument 1.  ________________________________ Hours: __________________

Principal Private Study Major and/or Instrument 2.  ________________________________ Hours: __________________

☐ Overload Fee Waived (CN2MJ)  ☐ Overload Fee Will Be Charged To Student Account

______________________________
Mary K. Gray, Associate Dean, Signature

______________________________
Date

cc: Student File (Return to Bibbins 113)

OBERLIN COLLEGE CONSERVATORY OF MUSIC

Key: * = Tuition Rate based on current fees listed in the Course Catalog
http://catalog.oberlin.edu/content.php?catoid=38&navoid=1105

Conservatory Only

SFAREGS Consent Date:

Processor:
# COURSE OVER-UNDERLOAD PERMISSION FORM

Loads under 16 or over 24 credits per semester

*(Continued...)*

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**Student Name:**

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**Course Title:**

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**Credits:**

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**INSTRUCTIONS (Please ☑ upon completion):**

- Total credits under 16: \( \text{Credits} \times \$2,266.00^* \) = \( \text{Total: Credits} \)
- Additional credits over 24: \( \text{Credits} \times \$1,365.00^* \) = \( \text{Total: Credits} \)
- Additional credits over 26: \( \text{Credits} \times \$1,365.00^* \) = \( \text{Total: Credits} \)

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☐ I am aware that I will be expected to pay tuition rate based on the over/underload policy listed in the *current Course Catalog*. Appointments for over/underload appeal for fee waiver must be made with the Office of the Associate Deans prior to the add/drop deadline. *(Please Note: Students will be charged an additional fee* for each credit registered that exceeds their approved credit waiver overload.)*

Additionally students may wish to check in with financial aid as well as any insurance policies regarding full and part-time status policies.

☐ According to PRESTO right now I am registered for _____ credits out of _____ requested.

*Please Note: You will not be able to submit this request form until your current registration credits are equal to or below the Total Credits you are requesting on this form. (i.e. you cannot request a total of 4 credits if you are currently registered for 5 credits!)*

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Student Signature ____________________________ Date ____________________________

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Revised August 27, 2018