<table>
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<th>Policy No:</th>
<th>ACA-POL-REG-0018</th>
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<tr>
<td>Policy Title:</td>
<td>Overload Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ACA-PROC-REG-0018 Overload Application and Approval</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2010-2001</td>
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<td>Effectivity:</td>
<td>S.Y. 2010-2001 to present</td>
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<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Office of the Registrar</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**Purpose of Policy:**
This policy enumerates the process for the issuance of the Graduate’s Special Order number.

**Detailed Policy Statement:**
1. Students can apply for overload due to the following
   1.1 with deficiency subjects
   1.2 graduating students
2. Students can apply for overload before enrollment each semester as scheduled by the Registrar.
3. All overload applications should have recommendation from the Dean.
4. All overload applications are subject for review from the Evaluator.
5. Graduating students can take a maximum overload of 30 units and additional 3 units for the non-graduating students.

**Applicability:**
All students

**Policy Approval Authority:**
Registrar

**Related Policies or References:**
Cross Enrollment Application Form
Registrar’s Guidebook page 35
MORPHE Article XXIX Section 92 page 66

**Definition:**

**Approved by:**
[Signature]
Dr. Maria Victoria Rosas

**Date of Approval:**
11/1/12