

BABCOCK UNIVERSITY

OFFICE OF THE REGISTRAR
(EXAMS & RECORDS)

EXTRA UNIT(S)/UNDERLOAD FORM

(To be processed before mid-semester)

ACADEMIC YEAR: _____ SEMESTER: _____ DATE: _____

MATRIC NO: _____ STUDENT'S NAME: _____

DEPARTMENT: _____ PROGRAM: _____

LEVEL: _____ CGPA: _____ EXTRA UNIT (tick) ☐ UNDERLOAD UNIT (tick) ☐

TOTAL SEMESTER UNIT WITH THE EXTRA/UNDERLOAD UNIT(S) REQUEST: _____

List all the semester courses you intend to take below

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT(S)

NOTE: Approval is based on the BU academic policy as follows:

- 1. Student must have all previous level courses on transcript to be considered for eligibility**
- 2. A minimum of 3.50 CGPA is required for overload in the final year (2012-2015 Bulletin)**

OBTAIN SIGNATURES IN THE ORDER LISTED BELOW

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Course Advisor/Coordinator

.....
Signature & Date

.....
Head of Department

.....
Signature & Date

.....
Dean

.....
Signature & Date

SUBMIT THE SIGNED FORM TO THE REGISTRY

.....
Registrar

.....
Signature & Date

.....
DVC/SVP Academic

.....
Signature & Date