

**EBERLY COLLEGE OF ARTS AND SCIENCES
COURSE OVERLOAD PETITION**

This form should be completed when a student wishes to request permission to enroll for more than 19 hours during a semester or for more than 14 hours in a summer.

The student completes the first section, then gives the form to his or her advisor to complete the second section. The advisor then submits the form to the Assistant Dean for Student Affairs (Katherine Karraker, PO Box 6286, 201 or 213 Woodburn). If the Assistant Dean approves the petition and the request is for more than 21 hours during a semester or for more than 17 hours during the summer, the form will be sent to the Associate Provost for additional approval. Note that requests for more than 23 hours in a semester or 18 hours in a summer will not be approved in any case. The student will be contacted by e-mail when the petition has been approved or disapproved. The student may pick up approved petitions in 201 Woodburn or request that they be mailed. The student takes the approved petition to Admissions and Records when registering for courses above the standard hour limit.

Student's name: _____ St. No. 700 - _____

Address: _____

e-mail address: _____ Major: _____

Expected graduation date: _____ Request is for (circle): Fall Spring Summer 20____

Reason for making request:	Course names & numbers (<i>all courses</i>)	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student's signature _____ Total credit hours: _____

Advisor name: _____

Advisor's department and PO Box: _____

Previous two semesters	# hours attempted	# hours completed	Semester GPA	Overall GPA
Fall 20____				
Spring 20____				
Cumulative to date				

Comments:

Academic Advisor's Recommendation:
 approve *without* reservation
 approve *with* reservation
 do not approve

Advisor's signature _____ Date _____

Approved Not approved Comments: _____

Signature: _____ Date: _____
 Katherine Karraker, Assistant Dean

Approval of Associate Provost (if checked): _____ Date: _____