Academic Overload Petition Form

Submit to Academic Affairs Office located in Old Main Suite 109.
Submission deadline for Spring 2019: January 15, 2019

To enroll in more than 19 semester hours in any one semester students must request academic overload permission by petitioning the Dean of the College. **Eligible students may petition to take up to 21 hours in one semester.** Permission will be based on the following:

- Second semester status or higher
- GPA of 3.000 or higher in the previous semester

For questions regarding tuition when enrolled over 19 semester hours, contact the Business Office at (724) 946-7140. Full-time students taking 12 to 19 semester hours will be billed the normal full-time tuition charge. Some courses are tuition-exempt in overload situations only (i.e. PE, MUS lessons, MUS ensembles). Academic Overload policies are located in the Academic Policies section of your college catalog.

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**This section to be filled out by the Student.**

Student Name: ___________________________  Student ID#: __________  Class: __________

Intended Graduation Date: __________  Major(s) (list all): __________________________

I would like to take __________ semester hours in the Spring 2019 semester.

List all courses beyond 19 semester hours:

(not to exceed 21 hours)

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<th>Course (ex. HIS)</th>
<th>Number (ex. 201)</th>
<th>Section (ex. 01)</th>
<th>Sem Hrs</th>
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In order for your petition to be considered, please attach the following:

(1) A separate page with your rationale for requesting an overload  (2) A printed copy of your schedule

(Rationale ex. specific programmatic requirements; attain or maintain class status; educational enrichment)

Student Signature: ___________________________  Date: __________

**Advisor Comments/Support:** By signing below, you agree to support this student’s petition.

Advisor Signature: ___________________________  Date: __________

Chair Signature: ___________________________  Date: __________

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**OFFICE USE ONLY**

Last Semester GPA: _________  Cumulative GPA: _________  APPROVED: □  DENIED: □

Associate Dean Signature: ___________________________  Date: __________

7/31/18 RLB