

# 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.

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

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Class: (FY,SO,JR,SR) \_\_\_\_\_

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)

Course (ex. HIS)	Number (ex. 201)	Section (ex. 01)	Sem Hrs	Course (ex. HIS)	Number (ex. 201)	Section (ex. 01)	Sem Hrs
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**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: \_\_\_\_\_

**OFFICE USE ONLY**Last Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ **APPROVED:**  **DENIED:** 

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_