

Academic Overload Petition Form

Submit to Academic Affairs Office located in Old Main Suite 109.

Submission deadline for Fall 2019: August 27, 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 Fall 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: _____