Academic Overload Petition Form

Submission deadline for Spring 2021: November 20, 2020

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 requires the following:

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

If the approved course load includes more than 19 semester hours of tuition-incurring courses, each semester hour beyond 19 will be billed at the semester-hour rate. Some courses are tuition-exempt in overload situations only (i.e. PE, MUS lessons, MUS ensembles). For questions regarding tuition when enrolled over 19 semester hours, contact the Business Office at businessoff@westminster.edu or (724) 946-7140.

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 2021 semester.

List all courses beyond 19 semester hours:

(not to exceed 21 hours)

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<th>Section (ex. 01)</th>
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SUBMISSION REQUIREMENTS:

In order for your petition to be considered, the following must be submitted:

(1) Completed/signed form  (2) Copy of your schedule  (3) Separate page with your rationale for requesting an overload
(Rationale ex. specific programmatic requirements; attain or maintain class status)

After Advisor and Chair have signed form, all documents should be sent via email to Academic Affairs at: acadaff@westminster.edu.

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: [ ]

Dean of the College Signature: ___________________________ Date: ___________________________