

COLLEGE OF ARTS AND SCIENCES
Petition for an Overload of Credit Hours Taken in a Given Semester

During the Fall and Spring semesters, the Office of the Registrar allows students to register for a maximum of 19 credit hours per semester. During each of the Summer Sessions, students are allowed to register for a maximum of 10 credit hours per semester.

The deadline for receipt of petitions in each semester/session is the last day to drop a course with an automatic grade of "W" (the end of the automatic withdrawal period). Petitions may **not** be submitted after the Automatic-W deadline applicable to the course(s) for which the petition is submitted.

Should College of Arts and Sciences students wish to enroll in more than the aforementioned number of hours (up to and including a maximum of 21 credit hours for the Fall and Spring semesters and up to and including 12 credit hours for **each** of the Summer semesters), they must **first** go to the Recorder's Office, Kirkwood Hall 001 to see if they are eligible for an overload exception based on the following criteria:

1. Student must have a 3.0 or above cumulative grade point average.
2. Student must have completed the previous semester with a grade point average of 3.0.
3. Student must not have any Incompletes.

If above criteria are not met, student may petition to the Academic Assistant Deans using the following form. Please note that exceptions are subject to dean's approval and are not automatically granted.

The student will normally be notified via email of the dean's decision within 5 business days of our receiving all required materials.

Please complete the following:

Name: _____ 10-digit ID Number: _____

Local Address: _____

Local Phone Number: _____ Email Address: _____

Semester for which you are requesting an overload (include semester and year): _____

Total number of credit hours you wish to take (in semester listed above): _____

How would you like to be notified of the dean's decision? Please circle one: Mail / Email

Please complete the following regarding the additional credit hours you would like to register for, should an exception be granted:

<u>Credit Hours</u>	<u>Dept.</u>	<u>Course</u>	<u>Class #</u>	<u>Course Title</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

You must attach to this form the following:

- A statement explaining the reason(s) additional credit hours are warranted and how this fits in terms of your overall academic plans. (Expediting graduation is not a sufficient reason for an overload.)
- A sample weekly schedule showing hours in class, hours to be spent studying outside class, hours devoted to extracurricular activities and to employment.
- Your current Degree Progress Report with remaining requirements highlighted, a summary of these requirements on another sheet of paper, and your plan for completing all these requirements.

Student's Signature: _____ Date: _____

**Please return completed form and materials listed above to the
College of Arts and Sciences Recorder's Office, Kirkwood Hall 001, 130 S. Woodlawn Avenue, Bloomington, IN 47405**

Approved: _____ Denied: _____

Dean's signature: _____ Date: _____