



PETITION FOR COURSE/CREDIT HOUR OVERLOAD

Return this completed form to the Office of the Registrar, 300 Taylor Hall, registrar@western.edu.

Under no circumstances is a student to enroll for more than 21 credits in a 16-week semester. Students taking 19 to 21 credits in a 16 week semester are assessed a tuition surcharge for each credit over 18 credits.

Student Name _____ ID _____

I hereby petition to enroll in a total of _____ credit hours during the _____ semester, 20____. At the start of that term I have earned _____ credit hours at Western, and my cumulative grade point average is _____.

I wish to enroll in the following course:

<u>Course #</u>	<u>Course Title</u>	<u># of credits</u>	<u>Course Dates</u>
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My reasons for wishing to enroll in this overload are:

I hereby certify that the above information is true and correct to the best of my knowledge, and I understand that enrollment in this overload may require that I pay a tuition surcharge.

Student Signature _____ Date _____

Required Approval:

Advisor Signature _____

Department Chair Signature _____

Academic Vice President Signature _____

(Required only if cumulative GPA is below 3.0, or if appealing)

Department Chair, please ensure completion and then send final copy, with all signatures, to either Academic Affairs (if GPA is below 3.0) or to registrar@western.edu.