OVER-HOUR PETITION  
Maximum hours allowed without approval:  
Fall/Spring – 18 hours; May Term – 4 hours; Summer I/Summer II – 7 hours

*Please attach your current unofficial transcript & degree plan to this request.*

Fall 2017  Wintermester  Summer I 2018

*Please check one:*  Spring 2018  May 2018  Summer II 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: |  |  | I.D. #: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Major: |  |  | Minor: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GPA: |  |  | Courses failed or re-taken: |  |

|  |  |
| --- | --- |
| Intended Date of Graduation: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total number of hours enrolled: |  | + hours requested: |  | = |  |

*List courses you plan to enroll in:*

|  |  |  |
| --- | --- | --- |
| Course No. & Section (with prefix) | Course Name | Days/Time Offered |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*List overload course(s) you need to petition for:*

|  |  |  |
| --- | --- | --- |
| Course No. & Section (with prefix) | Course Name | Days/Time Offered |
|  |  |  |
|  |  |  |

*Reason/Justification for Request*

|  |
| --- |
|  |
|  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s Signature: |  |  | Date: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cell Number: |  |  | Home Number |  |  | Email address |  |

**APPROVED/DENIED BY:**  
Approved Denied Faculty Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Denied Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Denied Associate Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROCESSING**

Hrs. Increased Via ListServ Dean’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Notified Dean’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_