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 |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
|       |       |       |

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

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

*Reason/Justification for Request*

|  |
| --- |
|       |
|       |
|       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_