

Fall/Spring overload policy: A student in good standing wishing to take 21 hours* or more, or a student on academic probation wishing to exceed 16 hours,* must petition the academic dean of his or her major for approval and have the support of the academic advisor.

Summer overload policy: A student with a minimum of 2.0 cumulative GPA wishing to take more than 10 hours* total in the summer term (the first and second sessions **combined**) must petition the academic dean of his or her major for approval and have the support of the academic advisor.

*Includes ALL courses to be taken at UE, abroad, and at other institutions.

STEP 1: Complete and return this form to the academic dean of your major for review and approval.

ALL FIELDS ARE REQUIRED TO BE COMPLETED.

Name _____ Telephone _____ Student ID or Social Security Number _____

Major _____ Class level _____ Cumulative GPA _____ Expected date of graduation _____
(Fr, So, Jr, Sr)

Student signature _____ Date _____

REQUESTED SCHEDULE FOR OVERLOAD SEMESTER/TERM

For fall and spring semesters, list ALL courses for the semester.
 For summer terms, list ALL classes for **both** Summer I and Summer II.
 Include ALL courses to be taken at UE, abroad, and at other institutions.

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| Overload Term/Year |
| Fall _____ |
| Spring _____ |
| Summer _____ |

| Course section | Title | Hours | Semester/Term |
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Reason for requesting overload _____

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| <p>Academic advisor: I approve the above listed courses. The student may enroll in no more than _____ credit hours for this semester/term.</p> <p>Advisor's signature _____ Date _____</p> <p>Academic dean of student's major: <input type="checkbox"/> I approve this petition. <input type="checkbox"/> I do not approve this petition.</p> <p>Dean's signature _____ Date _____</p> |
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STEP 2: Return the completed and signed form to the Academic Services, Room 116, Olmsted Administration Hall, for final processing.

Petition deadline: Petitions must be completed and signed by all necessary parties and submitted to Academic Services no later than the last day to add a class for the semester or term. Registration cannot be completed unless accompanied by this form with signatures of approval from your advisor and the academic dean of your major.