



Registration and Records Petition for Graduate Overload Credits

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A typical load for a graduate student is between 12 - 16 credits per semester. In order to take a 17th or 18th credit, students must have at least a XX overall grade point average (GPA) or approval of a Registrar or the Dean for Curriculum and Assessment. ***This form should be submitted to the Registration and Records Office PRIOR to open registration.***

Student Name _____	Today's Date _____
Student ID _____	Phone/Cell Number _____
Email Address _____	Campus Box _____
Major _____	Cumulative GPA _____

NOTE: There is an additional tuition fee for any/all credits over 16 per semester.

I am petitioning to carry a total of _____ credits for the _____ semester. Year: _____

Reason for Overload:

My proposed schedule of courses will consist of:

Course Code (e.g. BIO 101A)	Credits	Course Code (continued)	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note: Jayweb will NOT allow you to enroll in more than 16 credits. During your assigned Registration time you MUST contact the Office of Registration and Records for assistance with the final course registration. The approval of this petition does NOT guarantee enrollment into a particular course. If the course is full, you will be waitlisted. Another course can be substituted for the waitlisted course.

Student's Signature

Registrar or Associate Academic Dean Signature

Advisor's Signature

$$\text{\$} \frac{\text{Charge/Credit}}{\text{No. Credits}} \times \text{_____} = \text{Total Surcharge}$$

Approved: _____ Denied: _____