Petition for Excessive Hours (Academic Overload)

Complete form and return to the office of Admissions/Registrar Services. Form may be returned in person, by fax or email (see above for contact information). The decision will be communicated to the student via the email address provided on this form.

**Student Information:**

- **Student Name:**
  - last
  - first
  - middle

- **email address**

- **phone number**

- **CWID (student ID #)**

**Overload Request**

All semester credit hours above 18 during a regular term (9 for an 8-week term) shall be considered excessive and require approval prior to enrollment from the academic department and the registrar. Per OSRHE policy, no student will be allowed to exceed 24 credit hours during a regular term (12 for an 8-week term).

- **Semester:**
  - Fall
  - Spring
  - Summer

- **Year:**

List the courses for which you request to enroll:

<table>
<thead>
<tr>
<th>Course Prefix, Number &amp; Section</th>
<th>Credit Hours</th>
<th>Course Title</th>
<th>Course Term</th>
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</thead>
<tbody>
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<td>Ex: ENGL 1113-N02</td>
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</table>

List the reason for the excessive hours request:

__________________________________________________________________________

__________________________________________________________________________

I understand that if approved, I will be notified that I am eligible to enroll in the course via the email provided on this form and will be responsible for registering myself for the course.

**I wish to make the above enrollment:**

- **Student Signature**

- **Date**

**For Office Use Only**

- Approved? Y / N
- Registrar’s office signature: __________________________ Date:

*updated: 10/13/2011*